

Setting Up Your Career Account

- Go to <http://www.itap.purdue.edu/directory> - do a search for yourself. It should find you and list an email. (If you do not see your email, click on the “more” button at the left.)
 - The first part of the email will be your Career Account login (e.g. techlafayette@purdue.edu – login will be techlafayette) *If the search does not find you, call ITaP at 765-494-4000.*
- Go to the ITaP website: <http://www.itap.purdue.edu>. You will need the login from the search performed above. Then call ITaP at 765-494-4000. They will give you a temporary password to use.
- Once you are logged in, click on “Change Your Password” (lower right) Follow the instructions on the screen to change your password.

Do not log out if you are planning to set up your email at this time...

Setting Up Your Purdue Email

- Log in to your career account if you are not already logged in from the steps above (<https://www.purdue.edu/apps/account/Account>)
- Click on “Change Mailbox” (lower right)
- Select one of the following options:
 - Use Purdue email service
 - Forward your Purdue email to an alternate email address of your choice
 - ***DO NOT select the option “Do not use Purdue email” – we will eventually be sending ALL communication to your Purdue email!***
- Click “Save Changes”

Questions? Need an appointment?

Contact the office:

(765) 496-6886

techlafayette@purdue.edu