

Learn to
Change
the World



Dear GSE Students,

Congratulations on your admission to the Harvard Graduate School of Education. On behalf of the [staff of the Office of the Registrar](#), I extend greetings and good wishes to you as you prepare to join the HGSE community. I hope you are looking forward to the upcoming Virtual Orientation and Registration events.

Over the course of the next few weeks, you will receive multiple key Registrar emails, this being the first. **The topics covered in this email include claiming your Harvard Key and HGSE email.** Please note that you are receiving this email in your personal email account; however, it is very important for you to claim and set-up your HGSE email account before **May 1, 2022.** **Future emails will be only sent to your HGSE email address.**

On Tuesday, April 19, you received an email from our HGSE IT team on how to claim your Harvard Key and HGSE email. If you have already claimed your HGSE email account, then you are all set! Please stay tuned for the next email from the Registrar on May 2, 2022, with information about registration processes, important dates, and deadlines.

If you have not yet claimed your HGSE email account, please follow the instructions below. If you have any issues with claiming your account, please send a request for support to GSE-IT One Stop IT_OneStop@gse.harvard.edu

With all good wishes,

Miguel Sahagun, Ph.D.

Registrar of the Harvard Graduate School of Education
registrar@gse.harvard.edu

Harvard Key and HGSE Email

Incoming students are given the following primary accounts:

- **Harvard Key.** Your HarvardKey account is the primary identity and authentication service across all of Harvard University. The system will allow you to logon to nearly all enterprise services, e.g., my.Harvard (student information system), Canvas (learning management system), and other services (wifi). You will most likely have already provisioned your HarvardKey account at this stage – it was required when you accepted your admission to HGSE.
- **Microsoft Office 365.** Our email, calendaring, file storage, and office application service is Microsoft Office 365. The intent of this email is to offer you the opportunity to self-provision this critical account. It will be your primary email account during your time as a student. Directions for creating this account are included below. The provisioning process will allow you to select an

official Harvard email address that will look something like firstname_lastname@gse.harvard.edu .

Step One Harvard Key Provisioning – You will have most likely claimed your HarvardKey at this point. If you have not yet claimed your Harvard Key, you must do so before provisioning your email account. You may claim your Harvard Key at <https://key.harvard.edu/> using your Harvard ID (HUID). ** Harvard Key services are managed and supported by Harvard University IT Services (not our local HGSE IT Team) – please contact them directly with any questions: University IT Service Desk at ITHelp@harvard.edu or call 617 495-7777.

Step Two – Microsoft Office 365 Account Creation

1. Create your Harvard email account by selecting the “**Manage your account and services**” link at <https://key.harvard.edu>. You will logon to this site using your current HarvardKey username and password.
2. **IMPORTANT:** Once you have successfully chosen your Harvard email address, your Harvard Key login is updated to your new Harvard address, i.e., the address you just created in the previous step.
3. **EQUALLY IMPORTANT:** Official confirmation and additional details for accessing your @gse.harvard.edu account will be sent to your Harvard Key recovery email account, not to your new Harvard email account.
4. Please allow 24 hours for your new Harvard email account to be available.
6. This account will be valid while you are a student at HGSE and will remain available for 230 days following commencement.

Accessing Microsoft Office 365 Your official account provides access to a rich set of applications and services. Email, calendaring, file storage, and office applications are available online and through direct downloads of the Microsoft Office suite to your personal computer and mobile devices.

If you have any issues with claiming your account, please send a request for support to GSE-IT One Stop IT_OneStop@gse.harvard.edu