

Date: April 21, 2023 at 9:56:20 AM EDT

Subject: Important Updates from the Office of the Registrar

Reply-To: registrar@gse.harvard.edu



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 emails from different HGSE offices and departments. They will be filled with resources and tools to prepare you for success at HGSE. Please take the time to read them and take action, if requested. One of the upcoming resources is a New Student Onboarding site within Canvas, HGSE's primary learning management system (e.g., Blackboard or Moodle) where many of your academic courses will house content, syllabi, assignments, grading, and communication. The onboarding site provides you with important information, upcoming deadlines, and additional resources available whilst also giving you the opportunity to explore and experience Canvas prior to the start of the official academic year. You will receive more information about the onboarding site and how to access it through Canvas next week. In the meantime, please continue to reference the Admitted Student Website, which contains a wealth of information.

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 **April 26, 2023**.

On Friday, April 18, 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 April 28, 2023, 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](mailto: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:

- **HarvardKey.** 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 365.** Our email, calendaring, file storage, and office application service is Microsoft 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 365 Account Creation – You are receiving this email because we do not have an @gse.harvard.edu account provisioned for you at this time.

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](mailto: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.

5. This account will be valid while you are a student at HGSE and will remain available for 230 days following commencement.

Accessing Microsoft 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

Online: Outlook Online at <https://www.outlook.com/harvard.edu> or the Harvard Microsoft Online portal, <https://mso.harvard.edu> Select LoginType "Office 365 for Harvard"

