



Email Addresses Explained

As an Online Instructor at Ocean County College, you will have two (2) email addresses.

JSmith@ocean.edu

The “@ocean.edu” address is your primary email address.

To access your email account, please use this link: <http://mail.ocean.edu>

Username: first initial last name@ocean.edu Example: jsmith@ocean.edu

Password: Last 6 Digits of Social Security Number

John_Smith@portal.ocean.edu

The “@portal.ocean.edu” address is your secondary email address. This email is associated with our campus portal “Ocean Cruiser.” All campus alerts will be sent to this address such as campus closings and other announcements.

All official emails from the College and e-Learning will be sent to this address.

You will use your portal username and password to access both your online classes and your portal email.

To access your email account, please go to www.ocean.edu and click on Ocean Cruiser at the top of the page.

Username: firstname_lastname Example: john_smith

Password: 7 Digit Employee ID



We encourage all instructors to auto-redirect their portal email to their @ocean.edu email. In doing this, you will only have to routinely check one email system.

To do this, please follow these steps:



1. Log in to Ocean Cruiser (Portal) with Portal Credentials
2. At the top right, click on the **Email** icon (it's an envelope)
3. From the left navigation menu, click **Filters**
4. Click **Forwarding Filter**
5. Enter your @ocean.edu address into the box, and check the box next to **Forwarding Enabled**
6. Click Save

Class Email

Ocean Online utilizes Pearson Learning Studio as the Learning Management System for all online courses. Each class has a compartmentalized email system built right into the class. All emails with students, about a particular class, should be contained in this area. Instructors should not routinely utilize either the @ocean.edu or their @portal.ocean.edu addresses to communicate with students about classes.

