



## Information for Baker Account Set Up & Student Welcome Experience (SWE)

Within 2 business day of submitting your online application to the Baker College Running Start program, you will receive two very important emails to the email address that you listed when you applied.

1. Will contain your username and instructions for setting up your Baker Account.
2. Will have your Student Number (UIN) and directions for the Student Welcome Experience.

The account set up (password AND security questions) and the Student Welcome Experience must be completed in order for you to be able to take a class through the Running Start program.

If you did not receive your username email, first check your spam/junk folder. If it isn't there, send an email to **runningstart@baker.edu** letting us know that you did not receive your username and we will send it to you. Once you have your username, you can move forward with setting up your password and security questions. \*Make sure you are using a computer to set up your account (not a phone or tablet) and are using Google Chrome or Firefox as your browser (not Internet Explorer).

### TO SET UP YOUR PASSWORD:

1. Go to my.baker.edu
2. Click the Sign In button in the middle of the page
3. Enter your existing username@baker.edu and click Next
4. Click the "Forgot my password" link
5. Click the captcha that is displayed and click Next
6. Click your selected contact method for verification (email/text) and you will be sent a verification code
7. Enter the verification code and click Next
8. Enter and confirm your password and click Finish
  - a. Passwords are case-sensitive
  - b. Must be at least 8 characters long
  - c. Must contain Uppercase or Lowercase letters, Numbers & Special characters (not quotes or < >)

### TO FIND YOUR STUDENT NUMBER (UIN):

1. Go to my.baker.edu
2. Log in using your username and password (upper right corner)
3. Click on the person icon in the top right corner
4. Click on My User Account Info
5. UIN is listed in a gray box on the right hand side title "My User Info"

### TO ACCESS THE STUDENT WELCOME EXPERIENCE (SWE) WITHOUT THE EMAIL LINK:

1. Go to my.baker.edu and log in using your BakerMail address and your Baker password
2. Click on Running Start
3. Click on Students
4. Click on Welcome Experience (2<sup>nd</sup> option down in the left most column)
5. Click on RS Student Welcome Experience Portal button
6. Enter your First Name, Last Name and Student ID (UIN) and click Enter

\*The SWE will show you how to register for classes, but as a Running Start student, you will not be able to register yourself. You will be registered by Baker once all of your enrollment requirements are complete.

If your account is locked or you are having any other IT related issue with your account, call the Help Desk!  
**Baker College Help Desk – 800.645.8350**