



Do you know your **BARTON** ID #?  
It is \_\_\_\_\_

YES

Do you know your **BARTON** password?  
It is \_\_\_\_\_

YES

Go to **BARTONline.org**  
Click on "Login";  
Enter Barton ID#  
and Password

Do you see all your  
classes listed under the  
My Courses tab?

YES

Go to class

NO

Go to **GREEN** step. OR  
Contact your instructor or email  
[helpdesk@bartonline.org](mailto:helpdesk@bartonline.org)

NO

Have you accessed your  
**bartoncougars.org**  
email address before?

YES

Login at  
<http://email.bartoncougars.org>

Do you have an email from  
**Enrollment Services** in  
your Inbox?

YES

Open the email and record  
your **Bartonline login**  
information. Your password  
is \_\_\_\_\_  
Go back to **PURPLE** step

NO

Contact your instructor or  
[helpdesk@bartonline.org](mailto:helpdesk@bartonline.org)

Go to **BROWN** step OR Go to:  
<http://email.bartoncougars.org>  
Username: **firstname.lastname**  
Password: **Student ID #**.  
(Your account may be set to  
automatically forward emails to a  
different account: Click on  
"Settings" in upper right corner;  
Click on "Forwarding..." enter  
preferred forwarding email

NO

NO

Have you  
accessed your  
**PAWS**  
account before?

YES

Login to **PAWS** :  
"Personal Information"; Click on "View E-  
mail Address(es)"; Your Barton ID # is listed  
in the upper right. It is \_\_\_\_\_

Do you know your  
**bartoncougars.org**  
email address?

YES

Go to **PURPLE** step

NO

Login to **PAWS** , Click on  
"Personal Information"; Click on  
"View E-mail Address(es)".  
Your **Barton** email address is  
\_\_\_\_\_@bartoncougars.org  
Go to **PURPLE** step

NO

**To access PAWS:**  
Go to [bartonccc.edu](http://bartonccc.edu); Click on  on the left side of the screen; Click on  ; UserID is your SS#; PIN is your **Date of Birth** (MMDDYY)  
(You will be prompted to change your PIN when you login the first time)  
Go back to **RED** step

For help with your   
account, contact **Enrollment**  
**Services** at 620-786-1100