

SYRACUSE UNIVERSITY SUMMER COLLEGE COMPUTER ACCESS INFORMATION

You need SU computer access to be able to:

- Use your SU email account , which SU mandates you must monitor while you are a student
- Use campus computer clusters
- Obtain class assignments and post class work to Blackboard
- View your schedule, grades, registration holds and active address information

Activating Your New Student SU NetID:

You must activate your SU NetID and password to access SU computer systems, email, Blackboard, personal webpage and file storage.

Complete the following steps to prepare to activate your SU NetID and password:

1. Locate your SUID number.
 - This is the 9-digit SUID number found on your letter of acceptance.
2. Calculate your PIN.
 - Your PIN is the 2 digit day and 4 digit year of your birth.
 - For example: If you were born on: February 8, 1980, your birthday in *MMDDYYYY* format (and your initial PIN) is *081980*.
3. Following #2 above, write your PIN here _____
4. Create a NetID password that adheres to the following rules:
 - Seven or 8 characters long
 - Has at least one lowercase letter
 - Has at least one number,
 - Has at least one uppercase letter,
 - Has at least one character from this list: !# \$ & * ` - = [] ; ' , . / \ () _ | : ?
 - Avoid any known words
 - Avoid the following special characters: { } " < > + ~ ^ %
 - Avoid using the @ sign
5. Write your NetID password here _____
6. Go to <http://its.syr.edu/netid/> and click the **Activate Your NetID** link.

Students who HAVE activated their NetID, But Forgotten it: You will need your SU id.

1. Go to <https://selfserv.syr.edu/selfserv/>
2. Click look up ID
3. Type in the required information

This is the page you will see if you follow the link from step one

▼ Welcome to NetID Self-Service

Activate your NetID Activate your NetID . The NetID is a personal identifier that is used to access SU computing resources.	Lookup your NetID Lookup your NetID by your SUID.	Password Expired? Get a code to create a new password. You must know your password in order to create a new password.
Confirm your password Confirm that your NetID and password are working.	Change your password Sign on with your current password and create a new one.	Forgot your password? Get a code to create a new password.

[Additional Services](#)

Depending on your account status and your affiliation, you may be able to:

- Add a new or select a different cell phone or email in case you forget your password or password expired
- Change your email delivery destination for your @syr.edu email address.
- Sign up for SUMail for alumni and active students who do not have it already.
- Remove Exchange mailbox for inactive/retired staff and faculty members so that they can route their email to a third party email.

[PROTECT YOUR PASSWORD](#)

- Don't share your password with anybody, including your peers, friends, and family members.
- Nobody at Syracuse University, including Information Technology and Services (ITS), will ever ask for your password.
- Do not respond to any requests to reveal your password or other private information, including online and email requests.
- Create a strong password, change your password often, and report to ITS if anyone is using your account without permission.
- Treat your password like the PIN for your ATM card - as your secret!

For help 8am–4:30pm Mon–Fri, contact Syracuse University ITS Help at (315) 443-2677 or email, help@syr.edu.

CST walk-in center 10am–6pm Mon–Thurs and 10am–3pm on Fri.