

# 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

### Students who HAVEN'T activated their 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:

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

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

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**[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.

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**[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 8:30am–5:00pm Mon–Fri, contact Syracuse University Summer College:  
(315) 443-5000 OR [sumcoll@syr.edu](mailto:sumcoll@syr.edu)