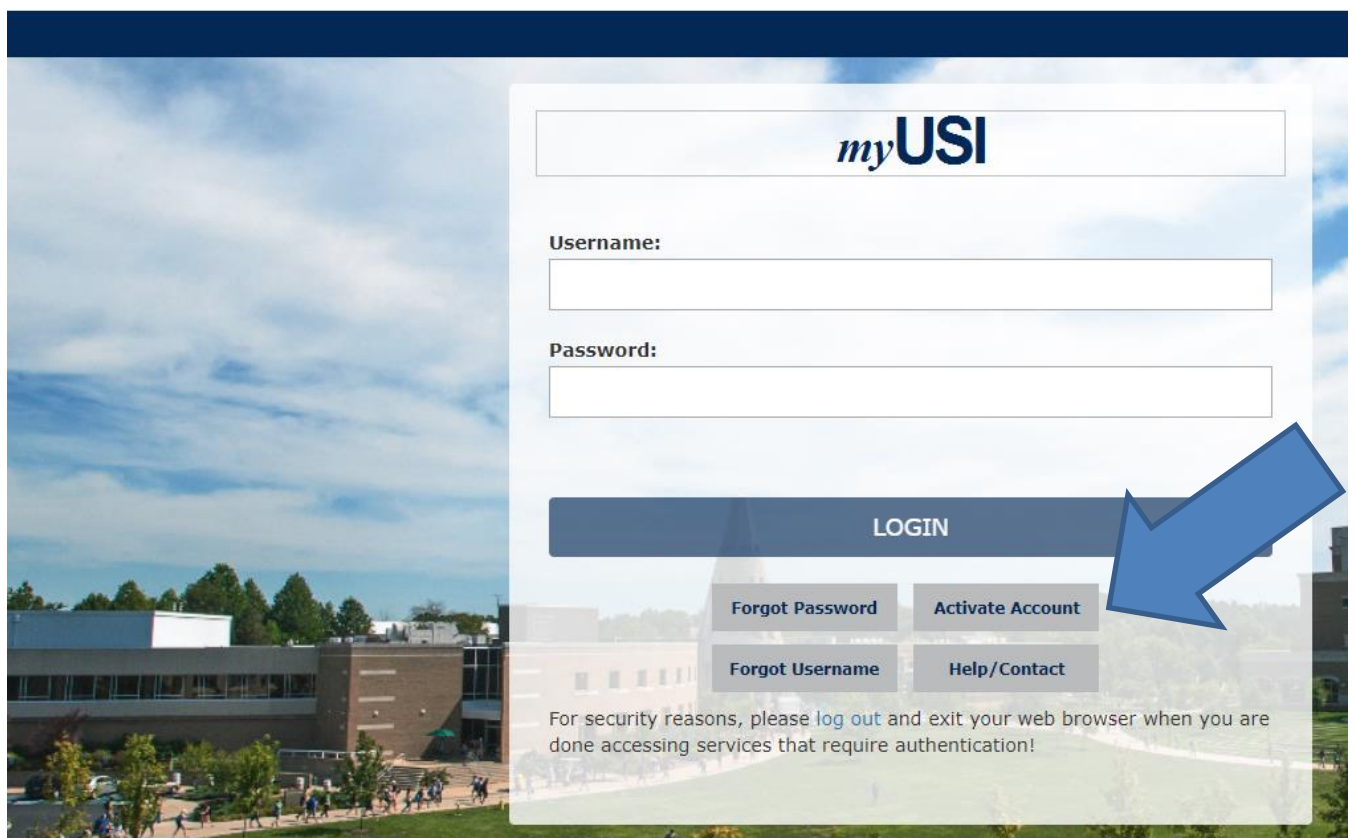# myUSI Account Access Directions

The information below is for students who do not have myUSI login information. If students previously activated their myUSI account, this process will reset any previous myUSI login information previously provided.

1. Visit my.usi.edu.

2. Click on the Activate Account button.

3. Click the checkbox, enter in your last name, the last four digits of your social security number and your date of birth. Click 'Continue.'

Activate Your USI Account

To reset a forgotten password for your USI username, **you must have a personal (non-USI) email address on file with USI.** If your personal email (for example: gmail, yahoo, etc.) is not on file, you will need to contact the IT Help Desk. Do not use your browser's back button during the password reset process.

☑ By completing the activation process, I acknowledge my responsibility to read and comply with section 45, "Computer Access, Copyrights, and Intellectual Property", of the USI Student Handbook, and section F.27, "Use of Data Communications and Computers", of the University Handbook.

Last Name

[   ]

Last Four Digits of Social Security Number

[   ]

Date of Birth

[▼] [▼] [▼]

[Continue]

4. Check the personal email address that was entered when you applied to the CAP Program for a verification code. If you do not enter this code within five minutes, you'll need to go through the process for a new code.

Enter Your Verification Code

Do not use your browser's back button during the account activation process. If you have any questions or problems regarding account activation, please contact the IT Help Desk.

A verification code has been sent to your '@yahoo.com address. This code expires in five minutes. Enter the verification code below.

Verification Code

[   ]

[Continue]

4. Create your myUSI password and record somewhere where you'll be able to access it for future use (USI transcript requests/viewing official grades). You may wish to save it as a contact in your phone.

Create Your USI Password

Requirements for Changing Your Password

- Your new password must be at least 8 characters long
- Your new password cannot be longer than 16 characters
- Your new password must must contain a character from all three of these categories:
  - English uppercase characters (A - Z)
  - English lowercase characters (a - z)
  - Numbers (0 - 9)
- Your new password cannot include your first name, last name, or account name
- Your new password cannot be a password you used recently

Create and confirm your USI password below.

Password

[   ]

Confirm Password

[   ]

[Create Password]

4. After you've created your password, your username will display on the screen. Record your username for future use as you'll be prompted for it as well.

Create Your USI Password

Your password has been successfully created.

Your USI username is _____. Log into myUSI with your username and password to access your account. If you have any questions or problems, please contact the IT Help Desk

5. Log in to myUSI by entering in your newly created myUSI login information.

Contact the myUSI Help Desk with questions at 812-465-1080. The myUSI Help Desk has extended hours **to assist students in the evening and during the weekend. Note that FERPA Privacy laws that apply to college students, including CAP students, prevent Help Desk staff from sharing myUSI login information with parents.**