May 15, 2021

«First_Name» «Last_Name»
«Home_Street»
«Home_City», «Home_State» «Home_Zip»

Dear «First_Name»,

It's been another difficult year, but you persevered and are on track to complete your USI CAP course(s) or already have. Congratulations! Below are steps access USI's student portal, myUSI. You need myUSI to view your final grade(s) and unofficial transcript, as well as request your official transcript, if not attending USI.

To Activate Your myUSI Account *(if you have not done so already)*:

●Visit **my.usi.edu** and click "Activate Account." ***** Provide required information (including your University ID with 0s: **«Banner_ID»**). ***** Enter temporary verification code sent to <student merged in email address>. ***** Create and confirm password. ***** Username and login link are provided. Contact the IT Help Desk (it@usi.edu or 812-465-1080) if you are not able to access your account. **FERPA privacy laws prevent parents from calling on your behalf.**

●**If you've already paid your CAP bill, thank you.** Otherwise, visit USI.edu/cap/paymybill to learn how to pay, check your account balance or set up a payment plan. Billing questions should be addressed to the USI Bursar's Office (812-464-1842); no payments can be made over the phone.

●**USI bound graduating seniors do not need to send an official transcript but should mention CAP credit to their advisor.** If attending another college, students should request an official USI transcript be sent to their college for transfer credit evaluation. **Select 'hold for grades' to ensure your transcript is sent after your grade is posted in the USI system (by June 16).** If you still need to apply to USI, you may do so by visiting www.usi.edu/apply and logging back into your application account associated with the email address above.

●Otherwise, all seniors should print an unofficial transcript from myUSI to take to college orientation. Once logged into myUSI, unofficial transcripts are accessed through the blue folder icon (Self-Service); then select Student, Student Records and Unofficial Transcript. Official transcripts may be ordered on the same screen. Students who owe CAP tuition will not be able to print an unofficial transcript, request an official transcript or register in future CAP or USI courses. If you have any questions, reach us at cap@usi.edu or 812-228-5022. On behalf of USI and the CAP team, best of luck in your future endeavors.

Thank you,

Jaclyn Dumond
Assistant Director, Lifelong Learning, USI Outreach and Engagement