STUDENT E-MAIL ACCOUNTS:
Student accounts provide access to student email and on-site access to the computer labs.

USERNAME:
Your username will be: [First Name].[Last Name]
Example of a username: John.Doe

PASSWORD:
Your initial password will be [Ksu] + [ your KSU STUDENT ID number] typed without hyphens. Please note passwords are case sensitive.

EXAMPLE:
John Doe has a KSU STUDENT ID of 987654. His username would be john.doe and his initial password would be Ksu987654

PASSWORD GUIDELINES:
After you initially log in, students will be required to change their passwords. Below are the password guidelines for the university:
1. Passwords must be at least 8 characters in length.
2. Passwords must contain at least one of the following:
   - Upper-case alphabet character (eg. A, C, Q, etc.) or
   - Special character (eg. *, %, !, etc.) or
   - Numeric character (eg. 1, 2, 4, etc.)
3. Must not have any part of your name in it
4. Cannot match the last 5 passwords
Example of a password: KSUisGR8

E-MAIL ADDRESS:
Your e-mail address will be: [First Name].[Last Name]@kysu.edu
Example of e-mail address: john.doe@kysu.edu

WHAT IS MY BLACKBOARD PASSWORD?
By default, your password is the entire 8 digits of your KSU-assigned STUDENT ID number, typed without hyphens.

EXAMPLE:
- [first initial of first name] + [last name] + [last 3 digits of KSU STUDENT ID Number] e.g. jdoe123
- If you do not know your STUDENT ID number, contact the One-Stop Shop @ (502) 597-5884.

For Blackboard Assistance call 502-597-7023 or visit the office in ASB Room 507

WIRED

WHAT IS MY PIN NUMBER?
NEW STUDENTS
Your "User ID" is your student id number.
If you apply over the Internet, you will create your own pin during the Admission process.
If you did not apply via the Internet, you will need to contact the One-Stop Shop for your pin @ (502) 597-5884.
If you forget your PIN, contact the One-Stop Shop @ (502) 597-5884.

CONTINUING STUDENTS
Your "User ID" is your student id number. Your initial PIN is your birth date in the form of mmddyy. For example, a birth date of February 3, 1991 would be entered as 020391.
If you cannot log in with your PIN, contact the One-Stop Shop @ (502) 597-5884.

IT IS EXTREMELY IMPORTANT THAT YOU CHANGE ALL PINS OR PASSWORDS AFTER FIRST LOG IN.

INTERNET CONNECTION IS AVAILABLE IN YOUR RESIDENCE HALL ROOM JUST FOLLOW THESE SIMPLE STEPS:
- You will need a KSU username and password.
- A computer or laptop with operating system of Windows (XP or higher) or Mac OSX.
- Confirm that your PC has the proper hardware.
  - Ethernet card 10/100 (type) or for a Laptop – PCMIA 10/100 (type).
- Ethernet cable-15-25 ft, Ethernet cable type CAT-RJ45, Male to Male (end connection).
- Complete the KSU on-line computer registration form. When you plug your computer into the KSU network, you will be prompted to register. You will be prompted to log in using your KSU username and password. You will then enter your name, e-mail address, and phone number.

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