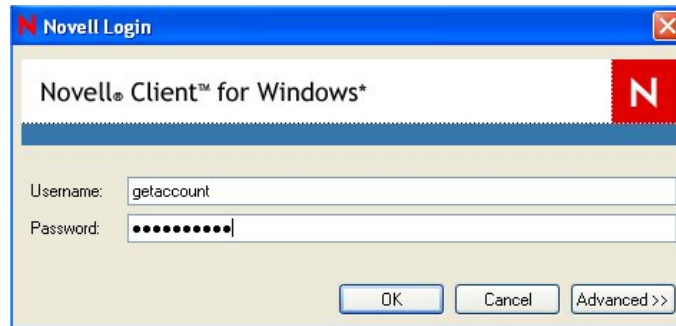


New Student Email Accounts

ON Campus

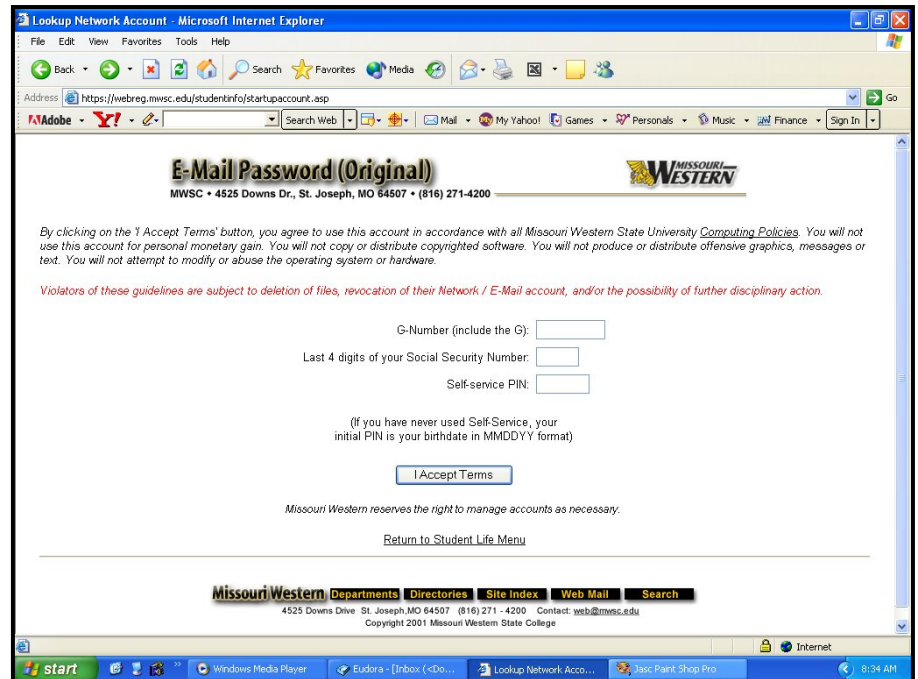
1. Go to any PC computer on campus.
2. At the Novell login, where it asked *Username*: type in all lower case “getaccount” (without the quotes).
3. Press the “Tab” key
4. Where it asked for *Password* type in all lower case “getaccount” (without the quotes).



A screenshot of a Novell Login dialog box. The title bar reads "Novell Login". The main window title is "Novell Client™ for Windows*". Below the title bar, there is a red square with a white letter "N". The dialog contains two input fields: "Username:" with the text "getaccount" and "Password:" with a masked password of ten dots. At the bottom, there are three buttons: "OK", "Cancel", and "Advanced >>".

This page will come up.

5. Enter the information requested.
(The *Self-service PIN* is their birth date unless they have changed it.)
6. Click *I Accept Terms*



A screenshot of a web browser window showing the "E-Mail Password (Original)" page. The browser title is "Lookup Network Account - Microsoft Internet Explorer". The address bar shows "https://webreg.mwsc.edu/studentinfo/startupaccount.asp". The page content includes the Missouri Western logo, a disclaimer about terms of use, and a form with the following fields: "G-Number (include the G):", "Last 4 digits of your Social Security Number:", and "Self-service PIN:". Below the form is an "I Accept Terms" button. At the bottom, there are navigation links for "MissouriWestern", "Departments", "Directories", "Site Index", "Web Mail", and "Search".

7. Your account and password will appear.

NOTICE TO NEW STUDENTS

Account names and passwords have been assigned, but the accounts have not yet been created. They should be available by Monday, August 22nd.

Your account name is: **sms9999**

Your initial password is your G-Number.

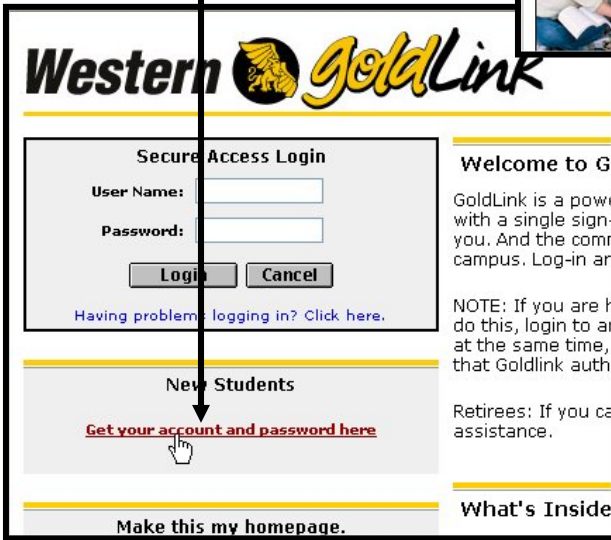
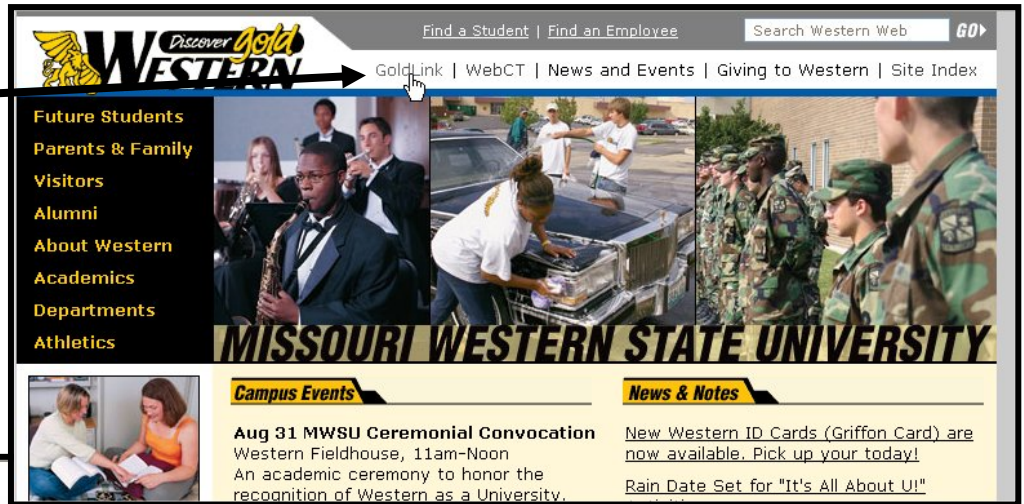
This is only valid for students new to the University. If you are a returning student and have never picked up your password, you must come to the IT Services office (Hearnes 110) to fill out a password change request.



NOTE: The letter “G” in your G-Number MUST typed as capital G not lower case g.

OFF Campus

1. Go to MWSU home page
2. Click *GoldLink*
3. Click *Get your account and password here*



4. Follow steps 5 through 7 under *ON Campus* above.