Getting Started in myWSU

myWSU is Wichita State University’s portal, providing a single point of entry to web-based services.

Students use myWSU to:
- Check their email
- Register for classes
- Pay tuition and fees
- Check the status of their financial aid and much more

Login to myWSU

To log in, go to http://mywsu.wichita.edu

- Enter your myWSU ID and password.
- Click the Login button.

Note:
- Use Manage your password option to change an existing password.
- Use New to myWSU to create your initial password.

Navigating myWSU

Access the different areas of myWSU by clicking the tabs.

- Home
- myClasses
- myFinances
- Libraries

For example:
- The myClasses tab contains grade information, your academic profile, and quick links under Registration Tools to register for classes.

- The myFinances tab is used to view financial aid, charges and make payments.

Student Webmail

Need to check your email? Student Webmail is easily accessible by clicking on the email icon in myWSU.

Official email from the University is sent to your WSU email address. Check your Student Webmail frequently.

If you are an applicant for financial aid, the Office of Financial Aid Services may be one of the first departments to contact you via Webmail regarding your aid application and awards.

ShockerAlert

ShockerAlert is the campus alert and notification system. It has the ability to deliver emergency text alerts via cell phones and email.
Manage Your Password

When setting up or changing your password, please keep in mind the following requirements:

- At WSU, passwords expire every 90 days
- At least 8 characters long
- Start with a letter
- Contain at least one number, an upper case letter, and a lower case letter
- Only use letters and numbers
- Cannot be reused

After 4 unsuccessful login attempts, your account will lock. To unlock, simply change your password.

Where to start

Go to http://mywsu.wichita.edu:

1. Select Manage your password.
2. Enter your myWSU ID (located on your Shocker Card).
3. Enter your current password to change it or leave the password box blank if forgotten.
4. Click Submit.

Examples of strong passwords

Passwords are a vital component of our security system and it’s up to you to manage your password and keep your information safe. Start by making your password strong!

Strong passwords are easy to remember and hard to guess.

- Start with a dictionary word and incorporate numbers to create a non-dictionary word. (i.e: Flagpole fla4gpo8le)
- Use the first letter in a phrase and incorporate numbers. (i.e: Jack and Jill ran up the hill jajru48th)
- Don’t use personal information and avoid making passwords with patterns. (i.e: a1234567 or nnnnnnn9)

Password & OneStop Security Questions

When setting up a password, you will be required to enter personal information to verify your identity.

- Select and answer two Security questions.
- Select and answer the OneStop question.

Manage Your Password options

| Change Password | enter a new and confirming password |
| Security Questions | select and answer two secret questions |
| OneStop Question | select and answer one secret question |
| External Email | email address used to recover password |
| Show Log Records | see the logs of your password changes |
| Report Problems | send an email to the WSU Helpdesk |
| FAQ | frequently asked questions and answers |

Password expiration notification

Passwords expire every 90 days.

An automatic email notification is sent to your @wichita.edu email address 10 days prior to expiration. If the password is not changed, additional email notifications are sent daily starting five days prior to expiration.

Change your password before it expires! Logon to myWSU and use the Manage Your Password option on the Home page.

Need Help?

Having problems accessing myWSU or setting your password?

Contact the Technology HelpDesk at (316) 978-HELP or helpdesk@wichita.edu.

Examples for Search or Advanced Search:

<table>
<thead>
<tr>
<th>Search Terms</th>
<th>Advanced Search is optional. Select from the Project drop down list to refine your search:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>WSU Technology HelpDesk</td>
</tr>
<tr>
<td>Holds</td>
<td>Student Records</td>
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<td>WSU Technology HelpDesk</td>
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<tr>
<td>Awards</td>
<td>Financial Aid</td>
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Help is available to WSU students, faculty and staff and it contains student and general information.

To get started, check out the tour at Its YOUR myWSU.

Online Help, located in the top right icon bar, contains how to demos, docs and guides.