# E-mail Account Set-up

Go to www.nwosu.edu

Click on E-Mail Access
Click on Student E-Mail Access

Type your complete e-mail address in the email address field.
(You may need to click on Sign in with a different account)

The e-mail address will be your first initial, middle initial, last name, and the last 2 digits of your student ID number. Jane A. Doe whose **student ID** is 1111-22222 would have the e-mail address jadoe22@rangers.nwosu.edu. The student ID is **NOT** your Social Security Number.

Next, key your password.

> The first time you log on the password will be your student ID. Click "Sign in".
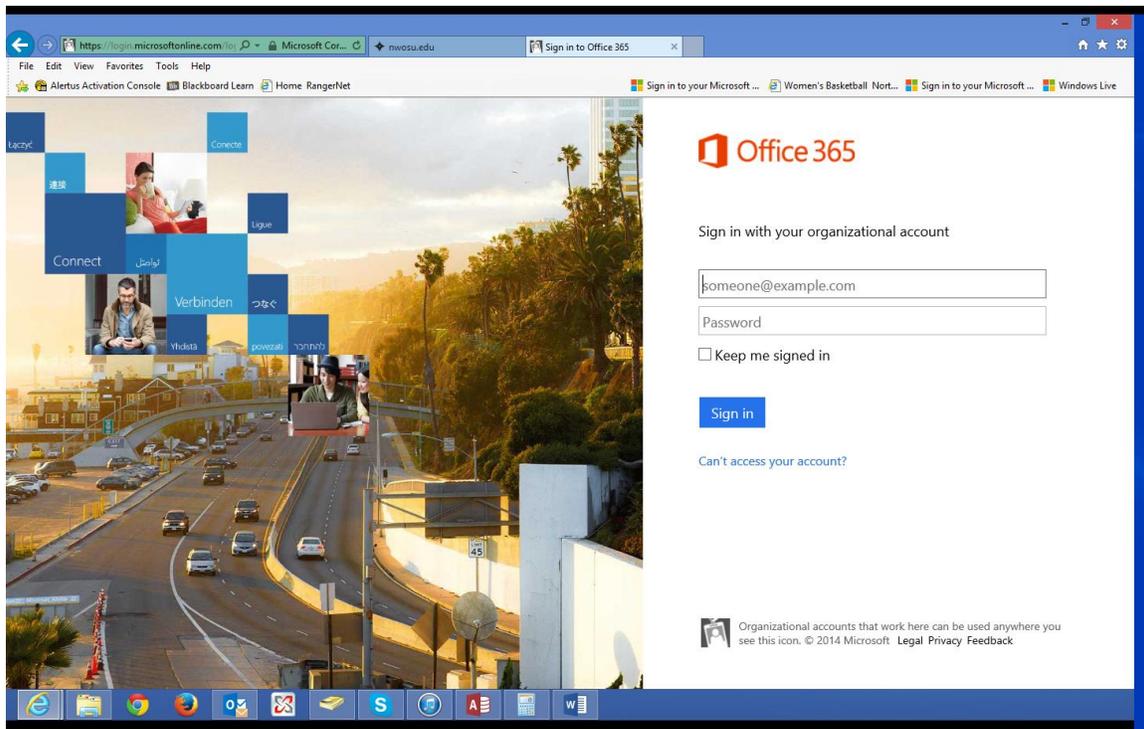
Chose a Time Zone and click Save.
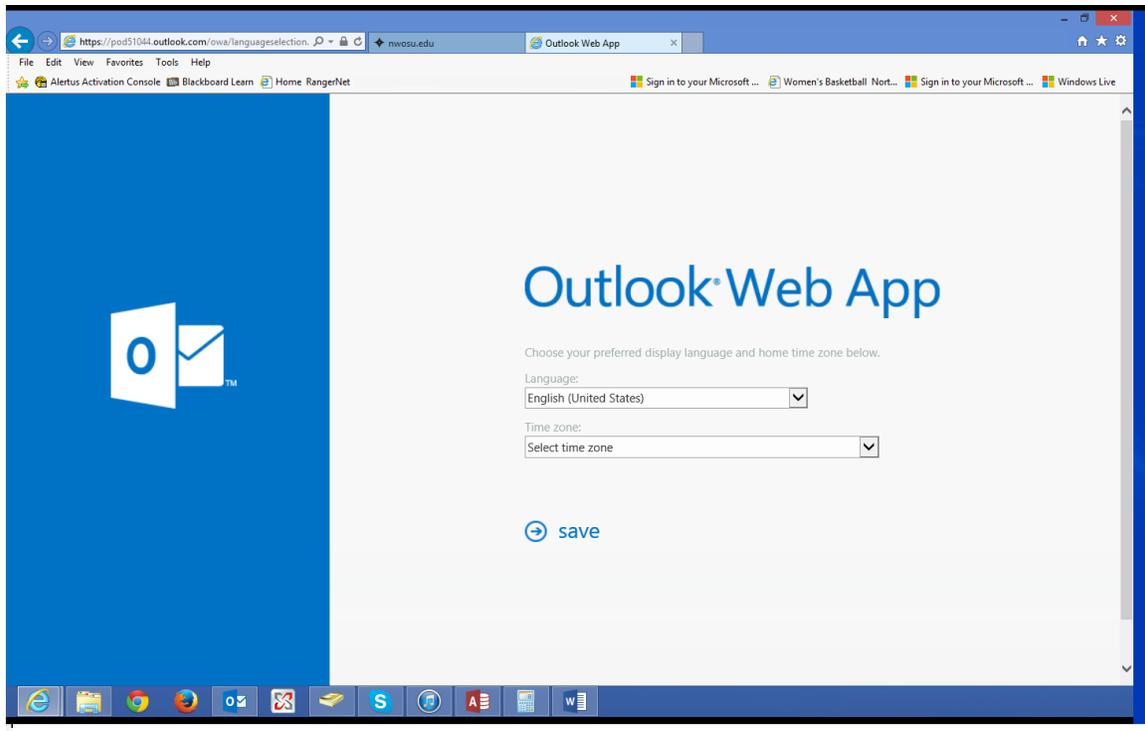
To change your password click on the clog icon in the upper right hand corner and choose Options.
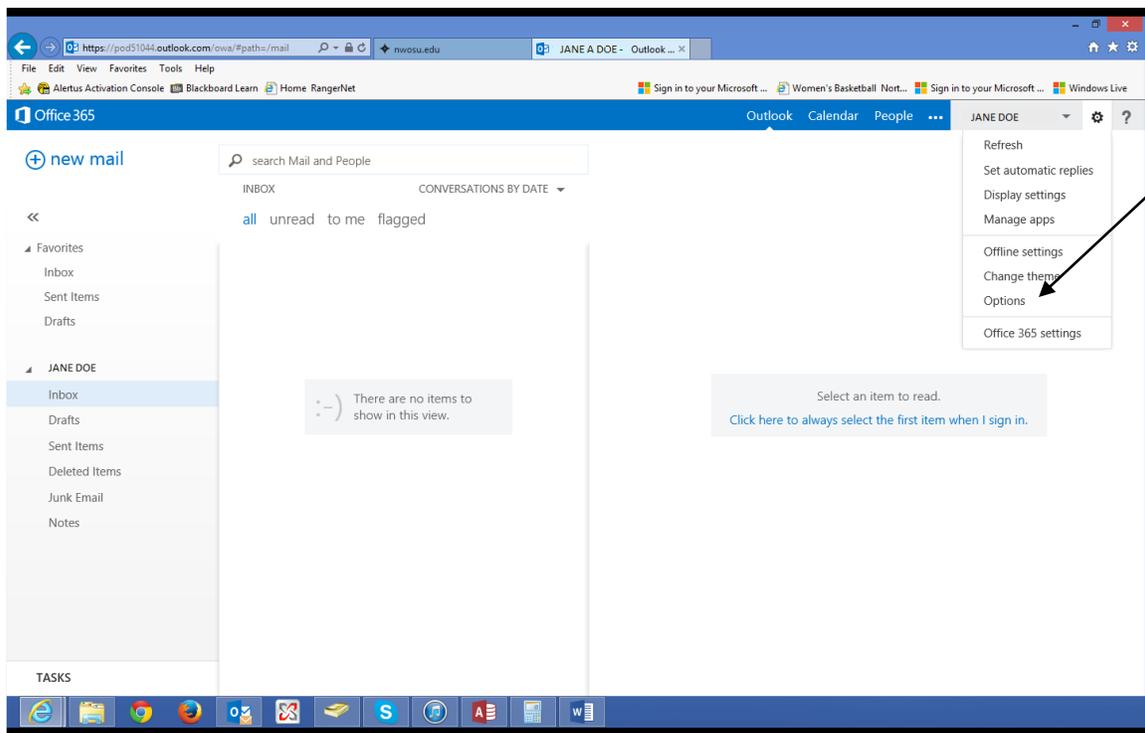
Click Change your Password.
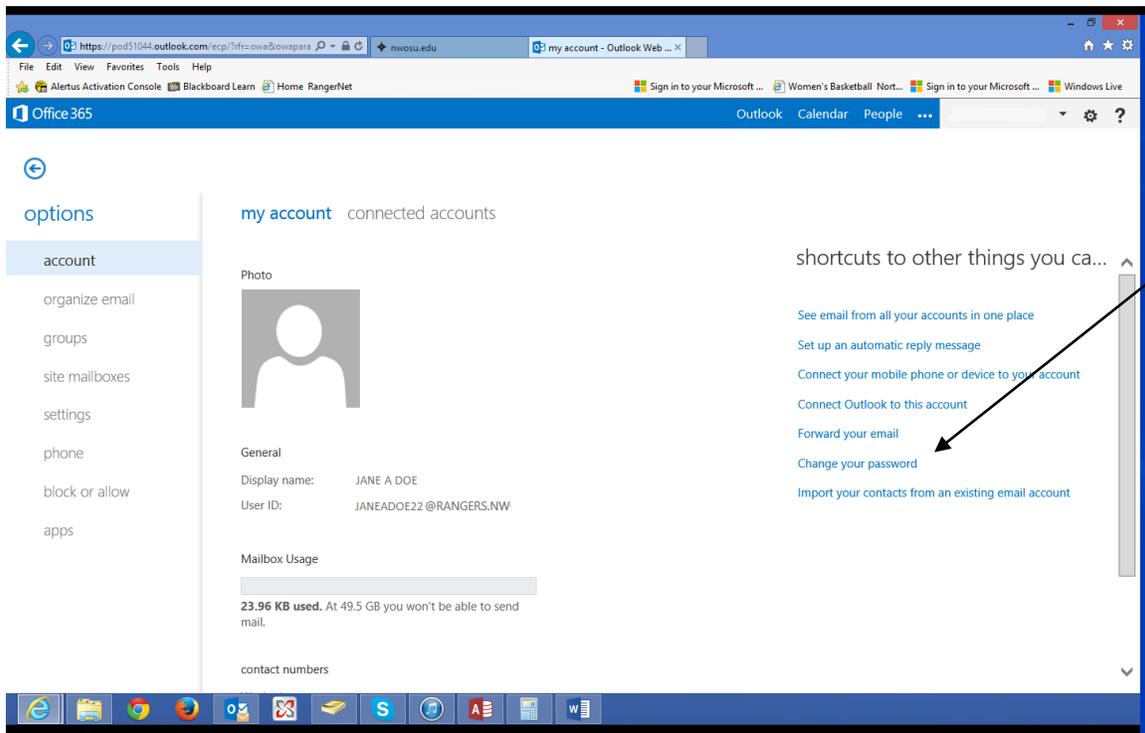
Key your old password (student ID) then type a new password, confirm it and click Save.
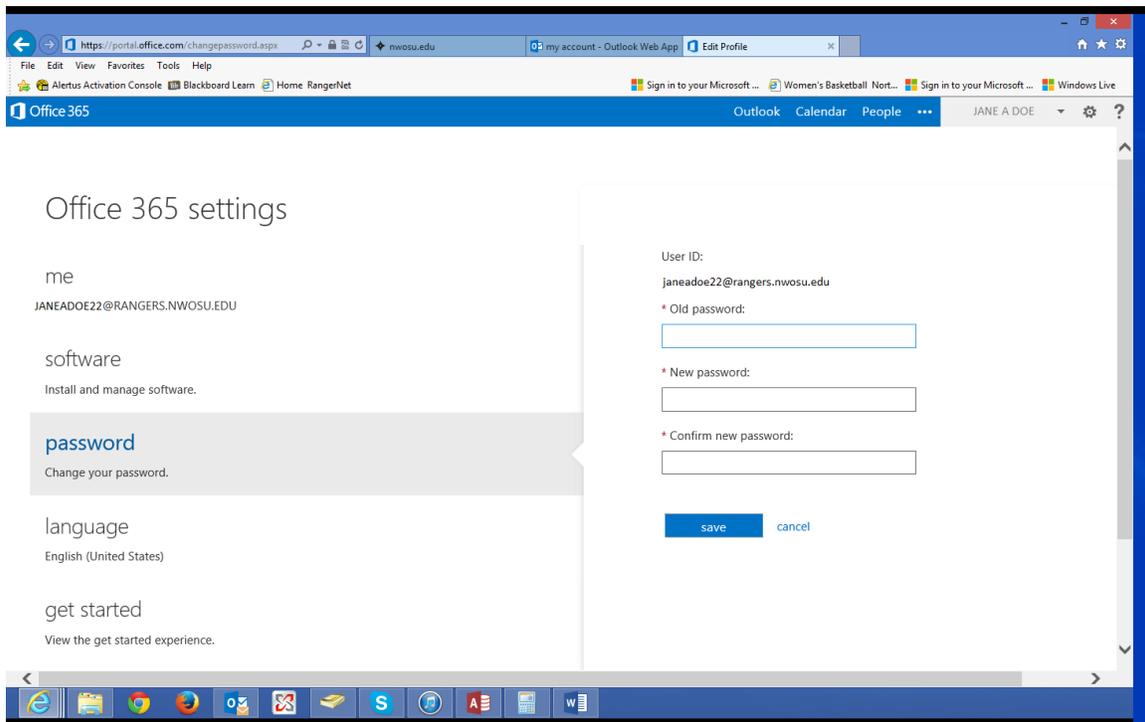
Strong passwords have the following characteristics:

- Contain both upper and lower case characters (e.g., a-z, A-Z)

- Have digits and punctuation characters as well as letters e.g., 0-9 ,!@#$%^&*()_+|- =\`{}[]:";'<>?,./)

- Are at least eight alphanumeric characters long.

- Are not based on personal information, names of family, etc.

Passwords should never be written down or stored on-line. Try to create passwords that can be easily remembered. One way to do this is create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: "One way I can remember my password" and the password could be: "Ow1crMp#" or "1Wic?mp/" or some other variation.