Students New To Campus

My email Address

Your campus e-mail address is generally in the form of firstname-lastname followed by @utulsa.edu (i.e. johnsmith@utulsa.edu). While your username may be in the form aaa111 (3 initials/3 random numbers), your email address will be firstname-lastname@utulsa.edu

Why do I need to use my Campus email?

Due to security, confidential information, including your WebAdvisor PIN, WebCT login information, will not be sent to an external email address. Students seeking financial aid information, email information, networking or WebCT information should send emails from their campus email account in order to properly verify the request.

User Name

Your utulsa username will be in the form of first 3 initials followed by 3 random numbers. (ie. John Alexander Smith = jas374). This user name will be forever unique to your University user account.

Your user name is case-sensitive. Use all lower case letters, (hint: if you have trouble, verify that the caps lock is not on).

- Find your username
  - You will need to know your TU ID Number. It will be on most correspondence received by the Admissions office or the College Advising Office.

Password Management

Your initial password for your user name is generated when your login is created. It is usually the last five digits of your Social Security Number. You should receive an e-mail when your user account is created indicating your password if you have an internet e-mail address on file. If you do not know your initial password contact the Client Services IT Desk to receive information on your initial password at 918 – 631-3500
or it-desk@utulsa.edu. Security of University services is quite important. The best way to manage security to your services is to manage your passwords regularly.

What are qualities of a good password?

Passwords should be a reasonable length - some systems require a minimum of eight characters.

Your password should be something that you can remember, but should be something that would be hard for others to figure out. For example: you should not use your name or related items that someone might guess. You could use a word that is common to you but add numbers and characters to improve its quality. You can also add mixed case as our passwords are case sensitive.

Change my password?

After your initial log in to the campus system (email, HARVEY/WebCT or WebAdvisor) you will need to change your password.

Use the User Essentials section on the IT homepage at http://www.utulsa.edu/offices-and-services/information-technology/ to change your password. Changing your password will change your password for all systems that use the campus user name as a login (i.e., email, off-campus access, Utulsa Home, Utulsa domain logins, WebCT).

User Essentials

<table>
<thead>
<tr>
<th>Find My Username</th>
<th>Email (Exchange)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activate my Account</td>
<td>Email (Gmail)</td>
</tr>
<tr>
<td>Change Password</td>
<td></td>
</tr>
</tbody>
</table>

- Click Change Password
- Type in your current password (may be your initial password)
- Type in your new password in both places. Note: passwords are case-sensitive
- Click Change button

Get My Password Reset?

If you are having trouble logging in and need your campus password reset, for security reasons, you must come to the Client Services IT Desk in McFarlin Library with a current student ID card or government issued picture ID and let us to help you with your password.

Student ID’s and Parking Permits

Identification Cards and Parking Permits are issued by the Parking/Card Services Office inside Fisher Hall. Identification Cards are available to students 24 hours after class registration. Vehicles may be registered online at https://labr.utulsa.edu/park/accounts/login during the student assigned time period or in person. Registration is based upon your housing arrangements.

Upon registration, a parking permit will be issued that must be affixed to the registered vehicle on the inside,
lower portion of the passenger side front windshield. If the permit has been purchased, but not properly affixed to the vehicle, it will be considered the same as a "no permit" violation.

Getting Ready For Classes

WebAdvisor - Online Course Schedule, Financial Aid Awards, Enrollment, Grade Check

WebAdvisor allows you to view your class schedule, grades, financial aid awards and other information in the University administrative data base. On-line registration is also available during registration periods.

Harvey (WebCT) - access online course materials

Many of your professors use Harvey to support your classes. Harvey is online, access anywhere, anytime to the course materials. We formerly referred to it as WebCT and it is powered by Blackboard. We are progressively upgrading to Harvey from our WebCT Vista version. Some of your courses may be in the Vista version until the entire campus gets migrated. If your professor is using Harvey and has entered you in the course, you can find the course by logging into Harvey and looking in your My Courses list for Harvey or WebCT courses list for the Vista version.

You may access Harvey (WebCT) Learn and Vista versions with the following steps:

1. Go to harvey.utulsa.edu.
2. Login in your campus username and password (same as you use for your campus email).
3. Find the new courses in the Learn upgrade version in the My Courses list and the Vista (older version) in the WebCT courses list.

Filer - Your Campus Disk Space

Everyone has personal disk space (called Utulsa Home or filer). This disk space is a good place to keep your work that needs to be backed up. The disk space can be accessed from all lab computers on campus. It can also be accessed from off campus. For more information go to http://www.utulsa.edu/offices-and-services/information-technology/departments/system-operations-web-services/disk-space.aspx

Computers and Software

- The university has a relationship with Dell Computers for you to purchase a laptop or desktop at a discount. You can call 918-631-3357 or email mark-archer@utulsa.edu for more information.
- The university has a relationship with JourneyEd for you to purchase software at a discount. This link is available on the University Technology page under myTU Essentials, Software Purchases or at http://www.journeyed.com/?ref=select
- To view the university computer usage, networking, and security policies go to http://www.utulsa.edu/offices-and-services/information-technology/policies.aspx