

What User Name and Password Do I Use?

1. Logging in with your Network desktop/laptop Account

User Name: First seven letters of your last name and the first initial of your first name.

Password: Initially your 8-digit number on your Storm card preceded by S (Capital) j (lowercase), e.g. Sj12345678. You may change your password by typing CTRL, ALT, DEL at the desktop. Choose change password and select at least six alphanumeric characters that you will remember.

User Name Example: (Jane Smith) smithj, (Matthew Sullivan) sullivam

Students' User Name: first letter of their first name, first four letters of their last name and the last three letters of their social security number.

Students' Password: 8-digit number on the Storm card preceded by S (Capital) j lowercase), e.g. Sj12345678 .

2. Logging into St. John's Central

User Name: Your network username, which is the same as your email name

Pin/Password: Initially, your six-digit date of birth, which you can change to another 6-digit pin/password that you will remember.

Students' email address is firstname.lastname##@stjohns.edu . Example john.smith07@stjohns.edu. The 2 digits stand for the year the student entered the university. NOTE: Name on Admissions Application.

Faculty **DO NOT** use **St. John's Central** email. Faculty use MS Outlook or Outlook on the Web (OWA).

3. Logging into UIS outside of St. John's Central UIS Services Tab

User Name: Your X number from your pay stub or your Social Security Number.

Pin: Initially, your six-digit date of birth, which is changed to another 6-digit pin/password that you will remember. Your **St. John's Central** password and your **UIS PIN** are always the same 6 digits.

4. Logging into Blackboard (formerly WebCT)

User name for faculty and students: log into **Blackboard CE 6** through **St. John's Central**. If the course is a **Blackboard** course, click on the Edit button next to the course name and make your choice. Your course will automatically come up when you click on the course name under the **MY Courses Tab**.

5. Logging into Outlook Web Access (OWA)

URL: <http://email.stjohns.edu>

Username and password is the same as your network account (see Item 1 above). To get help with OWA please go to <http://exchange.stjohns.edu>

6. Logging into Remote Dial-up Access

Same user name and password you use to log on to your computer/laptop.

7. Logging into Facpub Account (faculty, mainly full-time)

Go to <ftp://facpub.stjohns.edu>

User Name: Same as your network/email user name.

Password: Same as your network/email user name.

Your facpub folder is used to store htm files that can be uploaded to the Web and St. John' Central as links.

The name of your facpub folder is your user name. Some faculty may have to include a ~ before the user name when including it in a web address.