HOW TO LOG INTO BLACKBOARD, MYSJU, STUDENT EMAIL & UIS (Note: UIS and MYSJU are linked with the same password)

- **UIS WEBSITE:** [www.stjohns.edu/UIS](http://www.stjohns.edu/UIS)
  - User ID: XNumber (Username will be masked when entered in the User ID Box.)
  - PIN: The DEFAULT PIN (aka PASSWORD) is capital S, lowercase j, and the eight digits from your XID number (You can find the X# on your Acceptance Letter)
    You will be prompted to change it the first time you log in.
  - Note: I.T. cannot provide the X#. You can find it in MySJU by clicking on Blackboard and then select your name. You may also call Registrar at (718) 990-1339.

- **MYSJU WEBSITE:** [https://MYSJU.stjohns.edu](https://MYSJU.stjohns.edu)
  - Username: Firstname.Lastname##
  - Password: Same as UIS above. (When PIN is changed in UIS, password is changed for MYSJU.)
    *To reset your PIN/Password for UIS/MYSJU, on stjohns.edu/UIS, enter your X number and then click [Forgot PIN?](https://MYSJU.stjohns.edu) You will be prompted to answer a security question that you created.

- **BLACKBOARD:** Accessed from MYSJU; link will be at the top of the page

- **CANVAS:** Accessed from [https://signon.stjohns.edu](https://signon.stjohns.edu)

HOW TO LOG INTO A CAMPUS COMPUTER, LIBRARY DATABASE, ON-CAMPUS WI-FI, WIRELESS PRINTING

- **NETWORK LOGIN:** Campus Computers (Classroom or computer lab), Library Database, On-Campus WiFi, Wireless Printing all use the same connected account.
  - Username: FirstName.LastName##@my.stjohns.edu
  - Note: It is important to include @my.stjohns.edu, not @stjohns.edu
  - Password: Sj(Storm ID Number) (Case-sensitive: Capital “S”, lower case “j”, and don’t include the brackets, Example: Sj98765432)
    - Note: The Storm ID number is found in your UIS account. Click on the Student tab, New Student Information, New Student Orientation, then To Do List.

- **LIBRARY DATABASES:** [http://campusguides.stjohns.edu/az.php](http://campusguides.stjohns.edu/az.php), [https://jerome.stjohns.edu](https://jerome.stjohns.edu)

- **WIRELESS PRINTING:** [www.wepanow.com](http://www.wepanow.com), [https://printcenter.stjohns.edu](https://printcenter.stjohns.edu)

ANDROID PHONE & TABLET EMAIL SETUP

1. Open the **Play Store** then type Outlook into the search box above. **Microsoft Outlook** will appear on a list; click on the app then install.

2. Once **Microsoft Outlook** is installed open the app; you will be prompt to enter your full email format as follows: Firstname.LastnameXX@my.stjohns.edu (XX = Year Started SJU)

3. The password is the same password that you use for [https://signon.stjohns.edu](https://signon.stjohns.edu). (Please update the password on your phone when you change it.) Congratulations, setup is complete! You will be presented with some tips after logging in; you can read or skip them.

APPLE iPHONE & iPAD EMAIL SETUP

1. Open the **Apple App Store** then click **Search** on the bottom right. In the search box type **Microsoft Outlook** then select it from the list.

2. At this point click **GET** to install; you may be asked to enter your phone’s pin. After the installation Outlook will appear on your main screen, open it up.

3. Once **Microsoft Outlook** is installed open the app; you will be prompt to enter your full email format as follows: Firstname.LastnameXX@my.stjohns.edu (XX = Year Started SJU)

4. The password is the same password that you use for [https://signon.stjohns.edu](https://signon.stjohns.edu). (Please update the password on your phone when you change it.) Congratulations, setup is complete! You will be presented with some tips after logging in; you can read or skip them.

WIRELESS PRINTING, SJUMOBILE APP, & SETTING UP GAME CONSOLES

- **WEPA:** Log into your WEPA account using your Network credentials listed above. This can be done on any WEPA App or Print Station on campus

- **PRINTCENTER:** Printcenter.stjohns.edu - Login with Network credentials listed above to print in a Computer lab or the Library.

- **SJU CONNECT APP:** This APP is available for download in the Apple App Store & Android Play Store. To Login use MySJU username and password

- **ADDING GAME CONSOLES & OTHER DEVICES TO CAMPUS WI-FI** - To connect your Game Console and/or Smart TV or Device to Wi-Fi please connect to SJUGuest

**If you continue to have trouble please call the I.T ServiceDesk at 718 990-5000**