

STUDENT "HOW DO I" GUIDE



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
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>
Username: Firstname.Lastname## (If unsure of email username, go to UIS click on View Email under the Personal Information Tab)
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 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>




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>, <https://jerome.stjohns.edu>.
- WIRELESS PRINTING:** www.wepanow.com, <https://printcenter.stjohns.edu>





ANDROID PHONE & TABLET EMAIL SETUP

- 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.
- Once **Microsoft Outlook** is installed open the app; you will be prompted to enter your full email format as follows: **Firstname.LastnameXX@my.stjohns.edu** (XX = Year Started SJU)
- The password is the same password that you use for <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

- 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.
- 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.
- Once **Microsoft Outlook** is installed open the app; you will be prompted to enter your full email format as follows: **Firstname.LastnameXX@my.stjohns.edu** (XX = Year Started SJU)
- The password is the same password that you use for <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 **