



## Instructions for Accessing Student Email, My SWOSU Portal, & Desire2Learn

Upon admission to SWOSU, all students are assigned an **Email** account, a **My SWOSU portal** account, and a **Desire2Learn** account. Your email account will be used by several SWOSU offices to send you timely information regarding financial aid, enrollment and billing information. Your portal account provides access to CampusConnect which allows you to check your grades, financial aid, bill, and if applicable, enroll for classes online. Desire2Learn will allow you online access to some or all of your courses. Each of these applications may be accessed from the main SWOSU webpage ([www.swosu.edu](http://www.swosu.edu)).

Your username for both **My SWOSU portal** and **Desire2Learn** accounts will be your 'DawgTag' which is comprised of your First name initial + Last name initial + 6-digit SWOSU ID#. (*Your SWOSU ID# may be found on the enclosed Acceptance letter.*) For example, the 'DawgTag' for user John Smith whose SWOSU ID # is 123456, would be js123456.

If you need help locating your initial password for all three accounts (email, My SWOSU portal, and Desire2Learn), contact the ITS Helpdesk at (580)774-7070. SWOSU strongly urges you to change these passwords immediately.

To access your **email** account you must first locate your Live ID prior to logging in for the first time. You may do so by following these steps:

- Go to the main SWOSU webpage ([www.swosu.edu](http://www.swosu.edu)) and select "People Search"
- Type your last name in the search box under Student Directory and click "Search". Once you locate your name, your Live ID will be your *full email address* listed beneath your name.
- From the SWOSU webpage, click "Student Webmail". Enter your Live ID and initial password. The first time you log in you must verify your identity by entering your initial password again, create a new password of your choice, and confirm it. Once your identity has been verified, you must log in again to access your email.

Additional information may be found on the Current Student Support webpage (<http://www.swosu.edu/its/students>).

If you need further help please contact the Information Technology Services Help Desk at (580)774-7070, or send an email to [helpdesk@swosu.edu](mailto:helpdesk@swosu.edu)