

Getting Connected at SIUE

Most University business is conducted electronically, thus, it is very important that you “get connected” as soon as possible. You will be assigned an e-ID which will be required to access many services at SIUE. You also will be assigned an SIUE e-mail account. It is important that you fully activate both as soon as possible. Keep in mind that important messages regarding your financial aid award package, academic advisement, account balance, and enrollment status will be sent to your SIUE e-mail account only.

What is an e-ID?

An e-ID (short for electronic identification or user name) and its corresponding password is your means of identifying yourself to the various electronic services available at SIUE. Obtaining your secure e-ID is a **three step process** that requires you to apply for the e-ID, choose a password, and finally, verify or preserve your e-ID within two weeks of activation. You will need your e-ID to register and pay for Springboard to Success (fall freshman only) and University Housing. Also you will use your e-ID to access your SIUE e-mail account and to access Blackboard. Plan to know and use your e-ID often.

e-ID frequently asked questions

- Q. What if I do not preserve my account per the instructions on the pink post card within 14 days?
- A. If you do not preserve/verify your account within 14 days, your account will be locked. To unlock your account, you will need to contact Information Technology Services at 618-650-5500 during normal operating hours.

Q. What if I forget my password?

- A. If you have previously gone to the e-ID Web site and entered a secret phrase, simply go back to the site and choose “I have an e-ID but I forgot my password.” Follow the steps to get a new password.

Accessing Your SIUE e-mail Account

Now that you have been admitted to SIUE, an SIUE e-mail account has been issued to you. Your e-ID user name and password are required to access your SIUE e-mail account. (Instructions for setting up your e-ID and password are listed on the back.)

Why use your SIUE e-mail Account?

You will need to activate your e-ID in order to sign up for Springboard to Success (fall freshman only) and apply for University Housing.

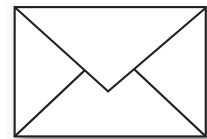
Many departments including Academic Advising, Housing, and Admissions will contact you via your SIUE e-mail.

All financial aid information (e.g., award letters, award status) is sent to your SIUE e-mail account.

You can stay informed about your University bill, payment deadlines and account status.

It is important that you check your e-mail regularly to stay current and to ensure a successful enrollment at SIUE.

To access your SIUE e-mail account, click on the envelope icon on the SIUE home page at siue.edu or visit connect.siue.edu.



If you have any questions, please contact Information Technology Services at 618-650-5500 or techhelp@siue.edu.

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Obtaining Your e-ID (user name) and Password

Step 1: Apply for your e-ID. In order to obtain the e-ID user name, you will need your student identification number included in your admit letter. This is a 9-digit number and begins with 800.

Go to siue.edu/e-id.

- Choose the “I want to get an e-ID” button
- Click “Continue”
- Enter your name (as submitted on your application for admission), birth date and SIUE student identification number.
- Identify yourself as a “student”
- Fill in all requested information and click “Continue”
- On the next screen, **choose the “post card” option** and click “Continue.” [**Please Note:** The credit card verification option is not currently available. A post card containing a secret ‘key code’ will be mailed to your address. As soon as you receive this postcard, you need to once again access the siue.edu/e-id Web site to verify your identity. **You must return to the e-ID Web site within 14 days of creating your e-ID.** If you do not complete this follow up step, your account will be deactivated.]
- Choose a secret phrase and a clue. The purpose of this phrase and clue is to reset your e-ID password in the event that it is forgotten or lost.

Follow the directions on this page closely and remember your secret phrase.

- The following screen is the Acceptable Usage Agreement and must be accepted if you want to create your e-ID. Once you choose “I agree.” Click “Continue.”
- The final screen displays your e-ID and password. **Write this information down, memorize it, and keep it in a secure location. For security reasons, you will periodically be prompted to change your password. Your e-ID user name will be with you the entire time that you are a student at SIUE**
- For the next 14 days, you will have full access to your e-ID and e-mail account. Be prepared to preserve your e-ID as soon as you receive the pink verification postcard.

Step 2: Select a good e-ID password. Passwords must be a combination of letters and numbers and are case sensitive. Do not use words or proper names. Listed below is a good password that is a combination of each of the following:

Dog’s name is **Spot**

Cat’s name is **Fluffy**

Mom’s name is **Cheryl**

Phone number is **923-1234**

A good password might be **12SFC34**

Step 3: Preserve your e-ID with POSTCARD VERIFICATION! Watch for the pink verification postcard in the mail. The security of your account is of the utmost importance to us. Therefore, we require that you re-access your account upon receiving the pink postcard and secret key code. Simply go to the siue.edu/e-id Web site and **choose “I received the postcard with my key code and I need to preserve my e-ID.”**