

Getting Connected at SIUE

Most University business is conducted electronically, so it is important that you “get connected” as soon as possible. You will be assigned an e-ID, which is required to access many services at SIUE. You also will be assigned an SIUE email account. It is important that you fully activate both as soon as possible (activating your e-ID also activates your SIUE email). Important messages regarding your financial aid award package, academic advisement, account balance and enrollment status will be sent to your SIUE email 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 an e-ID requires you to sign up for an e-ID and password on the e-ID homepage and to preserve the account within 60 days of activation. You will need your e-ID to register and pay for campus housing. Also, you will also use your e-ID to access your SIUE email account and Blackboard. Plan to know and use your e-ID often.

Accessing your SIUE email account

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

e-ID frequently asked questions

Q. What if I do not preserve my account within 60 days?

A. If you do not preserve/verify your account within 60 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 know the secret phrase you created when you activated your e-ID or have signed up for SIUE e-Lerts, 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.

Why use your SIUE email account?

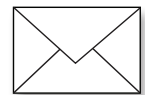
Many departments, including Academic Advising, University Housing, Bursar and Admissions, will contact you via your SIUE email.

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

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

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

To access your SIUE email account, click on the envelope icon in the bottom right corner on the SIUE homepage at siue.edu. You may also access your SIUE account at office365.siue.edu. Log in with your full email address (eid@siue.edu).



If you have any questions, please contact Information Technology Services at 618-650-5500 or help@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, which is included in your admit letter. This is a nine-digit number that 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 (Please note: if you do not have a middle initial on file with the University, please leave that section blank)
- Identify yourself as a “student”
- Fill in all requested information and click “Continue”
- Next, you will be granted an e-ID and password. Write them down or print the page containing them. Your e-ID and password must be preserved within 60 days. A preservation email containing a secret key code and website URL will be sent to all external email addresses previously provided.
 - Visit the website URL listed in the email and enter your e-ID, password and secret key code. Please note: The e-ID will become inactive if not preserved within 60 days and will remain inactive until you preserve your e-ID (see Step 3).
- 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 prompted every 365 days to change your password. Your e-ID user name will be with you the entire time you are a student at SIUE.**
- For the next 60 days, you will have full access to your e-ID and email account. Be prepared to preserve your e-ID as soon as you receive it.

Step 2: Updating your password.

When your password expires in 365 days, you will want to choose a strong password. Passwords must be a combination of letters and numbers and they are case sensitive. Many users like using a password manager on their mobile device. If you would like help setting up a password manager, we can assist you at the ITS Help Desk.

Step 3. Preserving your e-ID.

Visit siue.edu/e-id and select ‘I received my key code and I need to preserve my e-ID.’ Click ‘Continue.’ Enter your e-ID, password and key code. Click ‘Continue.’ When entered correctly, ‘Success!’ will appear on your screen. Failure to complete these steps will result in you e-ID becoming inactive, making it difficult for you to access important university resources. Contact the ITS Help Desk with questions.