

## New Student Information

- ✓ **Service Center:** *Student ID cards* are issued at the **Service Center**, Rendleman Hall, Room 1309. Assistance is also available for *Evening and Weekend students* during off hours at 618-650-2080.  
[http://www.siu.edu/registrar/about/service\\_center.shtml](http://www.siu.edu/registrar/about/service_center.shtml)
  - ✓ **Parking Services:** *Parking permits* are available in Rendleman Hall, Room 1113 (618-650-3680).  
<http://siue.edu/parking/>
  - ✓ **Student Financial Aid:** The *Financial Aid Office* is located in Rendleman Hall, Room 2308 (618-650-3880). <http://www.siu.edu/financialaid/>
  - ✓ **University Housing:** For housing, contact the *University Housing Office* in Rendleman Hall, Room 0248 (618-650-3931). <http://www.siu.edu/housing/>
  - ✓ **Immunizations:** Proof of immunization must be made to *University Health Service* in Student Success Center (in Morris University Center, Room 0200 (618-650-2842). <http://www.siu.edu/healthservice>
  - ✓ **Bursar:** *Tuition and Fees* may be paid via U.S. mail or in person in the *Office of the Bursar*, Rendleman Hall, Room 1101 (618-650-3123). Payments are also accepted via MasterCard, Visa, and Discover Card online at <http://www.siu.edu/bursar/>
  - ✓ **Textbooks:** *Undergraduate* textbooks are available from **Textbook Services** located on the lower level of 200 University Park Drive, Room 1121 (618-650-3020). (Parking is available in Lot P4.) Students must present a scannable student identification card and be enrolled in classes. <http://www.siu.edu/MUC/textbooks.html>  
**GRADUATE STUDENTS** purchase textbooks at the University Bookstore in the Morris University Center (618-650-2132).
  - ✓ **E-mail Account:** All *SIUE Business Students* must establish an e-mail account at <http://www.siu.edu/e-ID>. Please read and follow all instructions carefully. If you have a problem with the website, call the Office of Information Technology (618-650-5500) located in Lovejoy Library (basement), Room 0005. An active SIUE e-mail account is necessary for School of Business information updates. OIT Center hours are Mon–Thur, 7:30 am to 10 pm; Fri, 7:30 am to 8 pm; and Sat, 7:30 am to 1 pm.
  - ✓ **SIUE Blackboard** (Students must first have an e-ID.)  
Blackboard Resource Center: <http://www.library.siu.edu/ftc/blackboard/support/>  
Blackboard Help Line: 618-650-5500 (see hours of operation above).  
OIT's Help Web Page: <http://www.siu.edu/HELPDESK>---OIT's Help Line:618-650-5500
- LOGGING ON:**
1. Activate your web browser (Internet Explorer or Netscape Navigator).
  2. Type <http://bb.siu.edu> in the address box.
  3. Enter your SIUE e-ID (email) user name and password.

(CougarNet information on back)

# CougarNet Instructions

[www.siu.edu/COUGARNET/](http://www.siu.edu/COUGARNET/)

**Welcome to CougarNet!** CougarNet provides you with access to your record at SIUE and is available through any internet service provider.

**Here are just some of the features that you can access through CougarNet.**

- ✓ Your class schedule, SIUE transcript and final grades.
- ✓ Your account balance, last bill and current transactions and your financial aid status.
- ✓ Your addresses. You can change your local address and your non-SIUE e-mail address.
- ✓ You can also do a course search to see about the availability of courses for future terms.

At the CougarNet website noted above, just click on Admitted Students and follow these instructions. To get started you will need to know your 9-digit SIUE ID number and your birth date.

## **First Time Users - Establish your Personal Identification Number (PIN)**

- 1** Enter your 9-digit SIUE ID number — Do not use dashes or spaces.
- 2** Enter your birth date in the PIN box — Use six digits in this format: MMDDYY
- 3** Use the mouse to click on **Login**.
- 4** On the **PIN Change** screen
  - ▶ Enter your birth date again using six digits.
  - ▶ **Create a new 6-digit alphanumeric PIN. Be sure to use something which you will remember since you will NOT use your birth date again.**
  - ▶ Enter that same 6-digit number again as a confirmation of your new PIN.
  - ▶ Choose a security question and answer (to be used when you forget your PIN).
  - ▶ Use the mouse to click on **Update**.
- 5** Use the mouse to click on **Click Here to Begin** (blue line near top of page)
- 6** Follow directions below for using CougarNet after you have established your 6-digit PIN.

## **To use CougarNet after you have established your 6-digit PIN:**

- 1** Enter your 9-digit SIUE ID number — Do not use dashes or spaces.
- 2** Enter your previously created 6-digit PIN — **Do NOT use your birth date again.**
- 3** Use the mouse to click on **Login**.
- 4** On the **CougarNet Personal Records** screen
  - ▶ Use the mouse to choose the information you want to access.
  - ▶ On some screens you may need to highlight the requested data and click on **Submit**.

## **Forgot your PIN?**

- 1** Use the **University ID and PIN** lookup.
  - ▶ Enter your e-ID and password and you will receive your 9-digit ID number and your PIN.
  - ▶ Your e-ID is your e-mail username assigned by OIT. Your password is whatever you changed it to last.
- ❖ After three unsuccessful attempts to enter your PIN, you will be locked out of CougarNet, so it is important to use the lookup feature before you are locked out.
- ❖ If you are locked out of CougarNet and you are outside the local area, contact the Service Center by phone at 618/650-2080. We will be able to remove your lockout but, for protection of your privacy, we may not be able to reset your PIN over the phone.
- ❖ If you are locked out of CougarNet and you are in the local area you will need to come to the Service Center in 1309 Rendleman Hall and present a valid photo ID (to ensure that only you can make changes to your PIN). A staff member will remove your old PIN so that you can establish a new PIN.