Using myWSU: Getting Started in myWSU and Manage Your Password

Getting Started in myWSU

myWSU is Wichita State University’s Web portal, providing a single point of entry to web-based services. Students can use myWSU to check their email, register for classes, pay tuition, and fees, and check the status of their financial aid and much more.

Login to myWSU

To log in, go to http://mywsu.wichita.edu, click the Log in button. The Shocker Login page is displayed.

- Enter your myWSU ID and password.
- Click the Login button.

Use the Manage your password option to create a new or change an existing password.

Navigating myWSU

Access the different areas of myWSU by clicking the tabs.

For example:

- The myClasses tab contains grade information, your academic profile, and quick links under Registration Tools to register for classes.
- The myFinances tab is used to view charges and make payments.
- The Student Webmail is easily accessible by clicking on the email icon in myWSU.

It is important to check your Student Webmail frequently. Official email from the University is sent to your WSU email address.

If you are an applicant for financial aid, the Office of Financial Aid Services may be one of the first departments to contact you via Webmail regarding your aid application and awards.

ShockerAlert

ShockerAlert is the campus alert and notification system. It has the ability to deliver emergency text alerts via cell phones and email.
Manage Your Password

You need a password to get into everything... it’s very annoying. And, don’t get me started on the password rules! At WSU, passwords expire every 90 days, have to be at least 8 long, start with a letter, and contain at least one number. And to make matters worse, they can’t contain any special characters AND cannot be reused! Good grief, I just want to register for classes online, accept my financial aid online, pay my bill online, and communicate with my instructor online. Oh, wait a minute, online... my information... security...

Yes, passwords are a vital component of our security system and it’s up to you to manage your password and keep your information safe. You can start by making your password strong.

Where to start

Go to http://mywsu.wichita.edu and select Manage your password.

1. Enter your myWSU ID (located on your Shocker Card).
2. Leave the password box blank to set up a new one or enter your current password to change it.
3. Click Submit.

Examples of strong passwords

Strong passwords are easy to remember and hard to guess.

- Start with a dictionary word and incorporate numbers to create a non-dictionary word. (ie: Flagpole fla4gpo8le)
- Use the first letter in a phrase and incorporate numbers. (ie: Jack and Jill ran up the hill jajru48th)
- Don’t use personal information or these examples when creating your strong password. Avoid making passwords with patterns. (ie: a1234567 or nnnnnnn9)

Secret questions and answers

When setting up a password, you will be challenged for some personal information to verify your identity.

Select and answer two secret questions. Remember your answers; you will need them to change your password in 90 days.

Select an option

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
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<tbody>
<tr>
<td>Change Password</td>
<td>enter a new and confirming password</td>
</tr>
<tr>
<td>Change Questions</td>
<td>select and answer two secret questions</td>
</tr>
<tr>
<td>Show Log Records</td>
<td>see the logs of your password changes</td>
</tr>
<tr>
<td>Report Problems</td>
<td>send an email to the WSU Helpdesk</td>
</tr>
<tr>
<td>FAQ</td>
<td>frequently asked questions and answers</td>
</tr>
<tr>
<td>Exit</td>
<td>close Manage your password</td>
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</table>

Password expiration notification

Passwords expire every 90 days. An automatic email notification is sent to your @wichita.edu email address 10 days prior to expiration. If the password is not changed, additional email notifications are sent daily starting five days prior to expiration.

Need Help?

Having problems accessing myWSU or setting your password? Contact the Shocker Technical Assistance Center at (316) 978-HELP or helpdesk@wichita.edu.

Online Help, located in the top right icon bar, contains how to demos, docs and guides. Help, available to WSU students, faculty and staff, contains student and general information.

To get started, try using these examples in Search or Advanced Search:

<table>
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<tr>
<th>Search Terms</th>
<th>Advanced Search is optional. Select from the Project drop down list to refine your search:</th>
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<tbody>
<tr>
<td>Password</td>
<td>Shocker Technical Assistance Center</td>
</tr>
<tr>
<td>Holds</td>
<td>Student Records</td>
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<tr>
<td>Registration Status</td>
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<tr>
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<td>WSU Contact</td>
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<td>Information</td>
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Terms:  
Document Type: All  
Project: Registration