Step 1: ACTIVATING YOUR SRU EMAIL ACCOUNT

1. Visit [www.sru.edu](http://www.sru.edu) and click on MySRU in the top right corner.

2. Log in using your SRU user ID and default password (refer to enclosed letter).

3. Once logged in to your MySRU portal, click on the Rockmail icon from your portal Home tab and login with your SRU credentials (include “@sru.edu”).

If you are currently using Office 365 for another email account, click on “Use another account”; then, click on the Mail icon (if you are not automatically directed to your inbox). Choose your language and time zone settings; Enter, then you should be directed to your inbox.

You may see “Collaborate with Office 365” if you have never used it before. Login with your SRU credentials and click on the Mail icon. Choose your language and time zone settings; Enter, then you should be directed to your inbox.

4. Remember to change your default password as soon as possible. You will need to configure your Maintenance Tool to change your password, see “Step 2” on the reverse side of this sheet for instructions. Passwords expire every 90 days.

5. Instructions to setup your smartphone are available at [www.sru.edu](http://www.sru.edu), keyword search “smartphone”.

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Step 2: CONFIGURE & USE YOUR MAINTENANCE TOOL

1. Once logged in to your MySRU portal, click on the “Account Maintenance” link in the top right Account Status block. Please note this block provides you with the number of days until your password expires. **Passwords must be changed every 90 days.**

   ![Account Maintenance Tool](image)

2. Select “Configure the Maintenance Tool”, and follow the steps to create a four digit pin and security questions. Do not forget to save this information for future reference.

   **Please select from the options below:**
   - **Configure the Maintenance Tool**
     To perform maintenance on your account, you must run the configuration program first.
   - **Use the Maintenance tool**
     Use the maintenance tool if you are having trouble accessing your account.

3. To change your password, select “Use the Maintenance tool” and enter your pin and security questions. Passwords must be at least eight characters in length and include three of these four characters: numbers, symbols, uppercase letters, and lowercase letters. You cannot re-use your two prior passwords.

   **Please select from the options below:**
   - **Configure the Maintenance Tool**
     To perform maintenance on your account, you must run the configuration program first.
   - **Use the Maintenance tool**
     Use the maintenance tool if you are having trouble accessing your account.
   - **Password Help Document**
     Instructions on how to use site

4. Instructions to setup your smartphone are available at [www.sru.edu](http://www.sru.edu), keyword search “smartphone”.

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