Step 1: ACTIVATING YOUR SRU EMAIL ACCOUNT

1. Visit 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, you will need to temporarily log out of your existing account(s); once you’ve entered your SRU login credentials, click on the Outlook 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 Outlook 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, 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 Status](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.

   ![Configure the Maintenance Tool Option](image)

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.

   ![Use the Maintenance Tool Option](image)

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

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