

# ACTIVATING GRADUATE STUDENT ACCOUNTS

## Student ID Number

### *What it's used for*

Each student is assigned an official 8-digit student ID number. Your student ID is confidential information that should not be shared with other students on campus for your protection. It is used to confirm your identity while you are a student at UMSL and may be used to fill out official forms and/or asked when contacting various offices on campus.

### *How to get it*

This is the 8-digit number from your decision letter that you received by email or ground mail.

## SSO ID

### *What it's used for*

Your SSO ID is a very important piece of daily student life. It forms the beginning of your student email address, serves as your username for several student accounts, and enables you to access printing on campus.

### *How to get it*

Set up your SSO ID (single sign-on) and password at <https://password.umsl.edu>. This single sign-on typically contains your initials followed by random letters or numbers.

## MyView

### *What it's used for*

MyView is UMSL's portal for students to register for courses, pay their bill online, update personal information, and much more. The Graduate School utilizes your mailing information provided in this portal to send out official letters and your degree after it has been confirmed, so make sure you keep everything up to date.

### *How to get it*

Navigate to <https://myview.umsl.edu>. Click on "Create/Forgot Password." You will be asked for your SSO ID, student ID number, and Date of Birth.

## Canvas

### *What it's used for*

Canvas serves as UMSL's online learning management tool for students and faculty to share course materials and quick messages. The Graduate School office will send No-Reply announcements through Canvas. **Important: Canvas is a separate tool from student email. Both accounts must be checked regularly.**

### *How to get it*

Navigate to <https://myview.umsl.edu>. Click on "Create/Forgot Password." You will be asked for your SSO ID, 8-digit student ID number from your decision letter, and Date of Birth.

## Student Email

### *What it's used for*

UMSL has chosen Microsoft's Office 365 service to provide students with email accounts. **Important: Student email is a separate tool from Canvas messages. Both accounts must be checked regularly.** All official University communications will be sent to this address. The Graduate School will only communicate with students through this address. Students who reach out from a personal email addresses will be told to use their student email.

### *How to get it*

Log in by navigating to <https://mail.umsl.edu> and entering your username and password.

- Your username is your SSO ID + @umssystem.edu → [ssoid@umssystem.edu](mailto:ssoid@umssystem.edu)
- Your password is → the same as the one you made for MyView/Canvas

Once you log in and complete the verification process, you will be taken to the Office 365 Account Home Page. From this page you can provide an alternate e-mail address to assist with recovering your password if forgotten.

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## UMSL Drive

### *What it's used for*

Your UMSL Drive allows you to save files, create documents, slides, and spreadsheets, and share projects with other UMSL students and faculty. If you are having trouble accessing your drive, you can find step by step set up instructions [here](#).

### *How to get it*

In addition to your student email, you are also given access to your own personal Google Drive Account that can be accessed at <https://mydrive.umsl.edu>. To log in, you will use your [ssoid@umsystem.edu](mailto:ssoid@umsystem.edu) and your MyView/Canvas password.

## Zoom

### *What it's used for*

Zoom is a web conferencing tool used to meet virtually with others using video, audio, and chat. Participants can make use of screen sharing, a whiteboard tool, breakout rooms, and text chat. Zoom sessions can be recorded and automatically added to Panopto in Canvas. You will have a licensed account which enables you to meet with up to 300 participants with no time limit. **Important: This is the way you will join the Graduate School for Orientation on August 12<sup>th</sup> @ 5PM.**

### *How to get it*

Navigate to <https://umsystem.zoom.us> to activate your account using your SSO ID + MyView/Canvas password. More instructions for students are found [here](#). **Important: If you are using a PC or MAC, it is highly recommended that you use the corresponding Zoom Outlook plugin [found here](#).**

## TritonCard

### *What it's used for*

The TritonCard is UMSL's official identification card for students, faculty and staff. The card functions include identification, access to your student account, access to certain buildings/events, and sometimes even various discounts. If you lose your ID, you should report your card [here](#).

### *How to get it*

Before your Triton Card can be picked up, you must be registered for at least one class and will need to bring a photo ID (driver's license, state ID, passport, or other government-issued photo identification). You can obtain your TritonCard two different ways. First, you can go in person to the TritonCard Office to have your photo taken and card printed while you wait. Alternatively, you can submit your photo to the office online [through this link here](#) to have your card made in advance, then go to pick it up later. The TritonCard Office is located at 190 Millennium Student Center (first floor of the MSC).

## Optional Resource: UMSL Mobile

### *What it's used for*

Engage with UMSL media, view dining hours, access maps, scope out campus events, and much more!

### *How to get it*

Download the app through the app store on your device. [See more information here](#).