

Instructions for Newly Admitted Students: Logging into SISWeb and Activating Your Network Account

Activating Your Network Account

If you are a newly admitted student, your SOU network account will be created after you have paid your deposit. The network account gives you access to Blackboard (for your online courses), NetMail (your student email), SISWeb, etc. All of these systems are available to you using a single sign-on through MySOU, your one-stop university portal. You should activate your network account as soon as possible by taking the following steps:

1. After your account has been created, go to MySOU at <http://my.sou.edu>.
Tip: Almost every page on the SOU website has a MySOU icon at the bottom of the links on the left side of the screen. Click on this icon to quickly get to MySOU.
2. In the **Account Help** section, click on **Students-Activate your Account**.



3. Enter the requested information and click on **Submit**.
4. Upon successful validation of your information, your network account user name, SOU email address and Student ID number will display.
5. Enter a network account password when prompted.

Note: Write down your user name, password, Student ID number, and SOU email address and keep them in a safe place.

Logging into SISWeb

1. Go to [MySOU](http://my.sou.edu). (Don't forget the tip above about the MySOU icon.)
2. Enter your user name and password and click on the **Login** button.
3. Look at the series of tabs that runs across the top of the MySOU page.
4. Click on the last tab, entitled Student SISWeb.

