

# Instructions for Non-Admitted Students: Logging into SISWeb and Activating Your Network Account

Non-admitted students can access SISWeb, the SOU Student Information System (also known as Banner Self Service) before or after their network account has been created. **Please read all instructions on both pages.** Also, review the [non-admit application instructions](#) for information about your Student ID number and PIN and accessing SISWeb during the non-admit application process.

- For help with your logging into MySOU or SISWeb, contact the Student Help Desk at (541) 552-6969 or [studenthelpdesk@sou.edu](mailto:studenthelpdesk@sou.edu).
- For help with SISWeb procedures, contact Enrollment Services at (541) 552-6600 or [esc@sou.edu](mailto:esc@sou.edu).

## Logging into SISWeb without a Network Account

Your network account is created one business day after you successfully submit a non-admit application. (If you submit after 6:15 p.m., you will have to wait one additional day.) If you want to log into SISWeb before your network account has been created and activated:

1. Go to [MySOU](#) but do NOT log in through the log-in box near the top left section of the page.
2. Look for the **Alumni and Former Students** box near the bottom left section of the page.
3. Click on **Log in to SISWeb** (at bottom).
4. In the Login screen, enter your Social Security Number as your User ID. (If you wrote down your Student ID number from the Signature Page when you submitted your non-admit application, you can enter it instead of your SSN. Do not enter the Login ID you created for your non-admit application as it will not give you access to SISWeb.)
5. Your PIN is a 6-digit number. The number you should enter depends on whether or not you changed it after submitting your non-admit application.
  - When the Signature Page appeared, did you click on the Access Web for Student button and change your PIN? If you did, enter the new PIN you submitted on the Login Verification screen. (If you set a security question and answer on the Login Verification screen, you can click on **Forgot Pin?** to log in if you forgot your PIN.)
  - When you submitted the non-admit application, if you did not click on the Access Web for Student button on the Signature Page or you did not complete the Login Verification screen, your PIN is the same one that you created to submit your non-admit application.
6. If you are unable to log into SISWeb this way, wait until your network account has been created and follow the next set of instructions. Please note that your SISWeb PIN is not the same as your network password, which is discussed on the next page.



## Logging into SISWeb through MySOU

You will be assigned a network account that gives you access to SISWeb, Blackboard (for your online courses), NetMail (your student email), etc. All of these systems are available to you using a single sign-on through MySOU, your one-stop university portal. You will need to activate your network account before you can log into MySOU. To activate your network account and access SISWeb:

1. After successfully submitting a non-admit application, wait one business day for your SOU network account to be created. (If you submit after 6:15 p.m., you will have to wait one additional day.)
2. Go to MySOU at <http://my.sou.edu>.

Tip: For quick access to MySOU, look for the icon at the bottom left side of most SOU web pages.



3. In the **Account Help** section, click on **Students-Activate your Account**.

4. On the Activate Your Network Account screen, enter your first name, last name, Social Security Number (no dashes; or use your Student ID number if you know it) and date of birth in the format requested.

5. Click on **Submit**.

6. Upon successful validation of your information, your network account user name, SOU email address and Student ID Number will display.

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

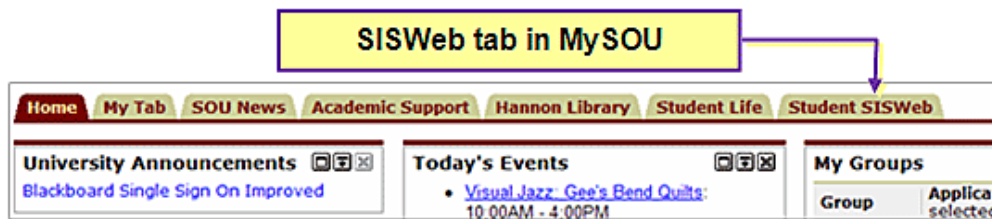
7. Create a network account password following the guidelines shown. Enter it in the password boxes and click on **Change Password**.

**Note:** Be sure to remember your password!

8. The MySOU Login page will reappear. Enter your user name from Step 6. (Your network user name is assigned by SOU and is a combination of letters from your name. It is not the Login name you created for your non-admit application.)

9. Enter your password from Step 7 and click on **Login**.

10. To access SISWeb, click on the tab entitled **Student SISWeb**.



(The first time you log into SISWeb, you will be asked to set up a security question and answer in case you forget your PIN. Note that your SISWeb PIN is not the same as your network password. If you log into SISWeb through MySOU, you will not have to remember your SISWeb PIN. But if you log into SISWeb as shown on page 1, you will need your 6-digit PIN number.)