

Instructions for Returning Students: Logging into SISWeb and Activating Your Network

If your network account is still active, you can log into MySOU to access SISWeb (see the last few steps on the next page). But if it's been a while since you enrolled in courses at SOU, you might not have a network account. Unless an exception has been granted, your network account is disabled four weeks into a term if you are not currently registered for classes; if you have not been registered for classes for over a year, the account is deleted.

Logging into SISWeb Without a Network Account

If you are unable to log into MySOU, you can log into SISWeb as follows:

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.

The screenshot shows the MySOU website layout. At the top center is a banner with the text "Welcome to MySOU" and a photo of four students. On the left, there is a "Secure Access Login" box with fields for "User Name:" and "Password:" and a "Login" button. Below this is an "Account Help" section with links for "Forgot your Password?", "How do I know my user name?", "Students - Activate your Account", and "Faculty/Staff". At the bottom left is the "Alumni and Former Students" section, which contains a yellow box with the text "Click here to log into SISWeb if you don't have a network account." and a blue arrow pointing to a "Log in to SISWeb" link. To the right of this box is a "What's Inside" section with links for "E-Mail" and "Discussions". On the far right, there are "Network Services Alerts" and a "Help Center" section with links for "MySOU Quick Tips Videos", "MySOU Frequently Asked Questions", "MySOU Single Sign On", "Technology Services for Students", "Technology Services for Employees", and "Blackboard Support".

3. At the bottom of the box, click on the **Log in to SISWeb** link.
4. Use your Student ID number or Social Security Number and 6-digit PIN number to log in.
5. Follow the instructions on the screen if you have any problems.

Activating Your Network Account

A network account will be re-created for you after you register for courses. Your 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 and use MySOU from then on to access SISWeb. To activate your network account:

1. Wait one business day after you register for courses for your SOU network account to be created. (If you register after 6:15 p.m., you will have to wait one additional day.)
2. 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.

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





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

Note 1: Write down your user name, password, Student ID number, and SOU email address and keep them in a safe place.

Note 2: 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 in the previous set of directions (p. 1), you will need your 6-digit PIN number.

7. When the MySOU Login page reappears, enter your user name and password and click on **Login**.
8. Look at the series of tabs that runs across the top of the MySOU page.
9. Click on the last tab, entitled **Student SISWeb**.

