Using InsideSOU

Getting Started

InsideSOU will be your main source of information while you are a student at SOU. You may access the page several ways:

- Click on InsideSOU link at the top of the SOU homepage, SOU.edu or go directly to inside.sou.edu

From the InsideSOU home page you will Login to your account.

New Users:
1. Click on Students - Activate you Account
2. Verify your:
   a. First Name
   b. Last Name
   c. Birth Date
   d. SOU ID#
   e. Username
3. Create a password following the directions
4. Return to the Login screen and input the username given and the password you created.

Returning Users: Login Using your username and password. If you are having difficulty, try re-activating your account through Students - Activate your Account or Reset your Password If you’ve been gone for more than a year, you will want to log in through Banner Self-Service (SISWeb)

On the top of the page you will see icons for various links to important programs and InsideSOU assistance.
Important Links in InsideSOU

Moodle: Moodle is the learning platform used at SOU to deliver content for courses that are offered online, hybrid, and many (but not all) Face-to-face courses. Depending on how your instructor has chosen to use Moodle, you can read and download course materials, view grades, submit assignments, and/or participate in online discussions with your classmates. For more information see sou.edu/distancelearning/current/moodle-student-guide.pdf

Gmail: SOU uses Google Apps for its email system. Your student email is the primary way the university will communicate important information. The first time you access your SOU Gmail, you will need to activate your email account by following the prompts and accepting the user agreement. For more information about your SOU email account (including instructions for automatically forwarding your messages), see sou.edu/it/gapps.

Owncloud: Owncloud gives you access to your personal directory, with 200 megabytes of storage space. You can use this directory to store your research papers, assignments, or other files you need for your studies at SOU. Owncloud lets you access your files from anywhere on the internet and transfer them to and from your local computer using a standard web browser.

Student & Registration Tools/Banner Self-Service Student and Faculty Tools
On the first page after logging in to InsideSOU, the student & registration tools can be found under online services.

Online Services
- Banner
- Banner (Browserless)
- Banner Self-Service (SISWeb)
  - Faculty Tools
  - Student & Registration Tools
- Banner Workflow
- Bookstore FacultyEnlight

The Banner self-service has many items that will be useful for you during your studies at SOU, including
- unofficial transcripts
- viewing account holds
- academic profile information
- viewing charges
- paying to the student account
- updating personal information
- registration
The registration Tools box in the Banner Self-Service Student and Faculty tools has many options for you to manage your course registrations. You may

- look up courses
- check your registrations status,
- registration time tables for the term,
- your course schedule after registration is complete, or
check on the status of any courses you are waitlisted.

When you are eligible to register for courses you will choose Add or Drop Classes. First you will be asked to choose the term you wish to register. The only options available will be terms that are open for registration. With the exception of Summer, there will only be one term option available at any given time. Click on Submit once you have selected the term.
You may now add courses one of two ways:

1. Enter the CRNs (Course Reference Number) directly into the Add Classes Worksheet and Submit Changes.
2. Search for courses by clicking Class Search. You may also search the course schedule on the main page of the InsideSOU website: inside.sou.edu/schedule/schedule.html

If you are having difficulty navigating this page, click on Help.
Once you Submit Changes, you will see the courses appear under your Current Schedule with Status showing as Web Registered. If you need to drop or change a section, you would select the option for the corresponding course from the drop down menu under Action. These courses should now appear on your Week at a glance Schedule.

**Current Schedule**

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crs</th>
<th>Sec</th>
<th>Level</th>
<th>Credit</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Registered on May 16, 2016</td>
<td>None</td>
<td>1454</td>
<td>PSY</td>
<td>532</td>
<td>0</td>
<td>Graduate</td>
<td>4.00</td>
<td>Graded</td>
<td>Personality</td>
</tr>
<tr>
<td>Web Registered on May 16, 2016</td>
<td>None</td>
<td>1677</td>
<td>MDS</td>
<td>520</td>
<td>0</td>
<td>Graduate</td>
<td>2.00</td>
<td>Graded</td>
<td>Intro InterdisciplinaryStudies</td>
</tr>
<tr>
<td>Web Registered on May 17, 2016</td>
<td>None</td>
<td>1456</td>
<td>PSY</td>
<td>538</td>
<td>0</td>
<td>Graduate</td>
<td>4.00</td>
<td>Graded</td>
<td>Group Dynamics</td>
</tr>
</tbody>
</table>

Total Credit Hours: 10.000
Billing Hours: 10.000
Minimum Hours: 0.000
Maximum Hours: 99.000
Date: Jul 11, 2016 11:27 am

**Add Classes Worksheet**

<table>
<thead>
<tr>
<th>CRNs</th>
</tr>
</thead>
</table>

[Submit Changes | Class Search | Reset]

[View Holds | Change Class Options | Bookstore | Wait List Status | Week at a Glance Schedule | Detail Schedule]

Schedule and Detail Schedule.

If you have issues with your InsideSOU account, please contact the IT HelpDesk at 541-552-6900. If you have questions about registration, financial aid, tuition, or payment, please contact Enrollment Services at 541-552-6600.