

Instructions for Non-Admitted Undergraduate & Graduate Students

Not admitted to SOU - (If you have never taken classes at SOU and are not currently apply for admission, you would be considered a non-admitted student). To create a non-admit account at SOU, complete the [electronic form](#) at the Admissions website.

- <http://sou.edu/admissions/nonadmitted-returning/applications.html> – click the “application for enrollment of non-admitted student”
- Click "First time user account creation" under the Login button - this will create a temporary account, after you have completed the form, you will be issued an official SOU login & password.
- Be sure to select "non-admitted graduate student" or “non-admitted undergraduate student” from the drop down menu for your status.
- When you complete the form the final page will have your SOU ID# - print this page.

To register for classes :

- Go to [SIS web](http://sou.edu/sis) (Student Information System) <http://sou.edu/sis>
- Scroll down the page to "Former Student Login" icon
- Your user name is your SSN and your password is your DOB (mmddy)
- You will need to change your password from your DOB and create a challenge question
- Now, walk through the screens to access the registration screen (you will need the crn - course reference number - to register)
- The crn is the four-digit number for the class. The class name is (for example) ED 399. CRN is available on the class schedule - sou.edu/schedule
- If you have problems accessing your account - call the ESC at 541-552-6969 (#1 on the phone tree).

You can **order your textbooks** online at <http://sou.edu/bookstore> or by phone at 541-552-6177

To access your online course – After you register for your courses, overnight, your MySOU account will be created - this is the portal that creates the access to Blackboard and your online course. Winter class will be available on Monday, Jan 3, 2011, Spring term classes will be available on Monday, March 28, 2011. (ED 399 Orientation to ECD Online is available the Monday **before** the term officially begins)

- go to <http://my.sou.edu>
- At this time, don't use the login screen
- In the second box on the right side (Account Help), click on "Students-Activate your Account"
- This will take you to a screen - enter the information requested
- Click submit
- This will take you to a page with your user name and directions on creating your password
- You will also have a challenge question - this will allow you to reset your password if you forget it
- Write this information somewhere so you can find it if you forget it
- NOW, go back to <http://my.sou.edu> and enter your user name and password that you just created
- Now that you are in the portal, you can access your online courses
- Click on Blackboard on the top, right side of the page
- A new window should open that says "Welcome Your Name" on the left side
- Classes you are enrolled in are listed on the right side, click the class you want to enter

If you encounter problems along the way – contact the Student Help Desk at 541-552-6969 or studenthelpdesk@sou.edu