



USD E-Mail Account New Employee Account--Tutorial Academic Technology Services

Getting Started (Employees)

As an employee you are entitled to have a MySanDiego account for as long as you are employed at the university. With this account, you will have access to the MySanDiego portal (<http://my.sandiego.edu>) where you will be able to access your e-mail, personal info, daily news and more. To set up a MySanDiego account, the Human Resources office (located in Maher Hall Room 101) must have the following information on file:

1. Correct spelling of your name
2. Social Security number or 4 digit PIN
3. Date of birth
4. Employment packet filled out completely
5. A USD ID number
6. Start date on file

After 24 hours of completing all of the above in the Human Resources office, you can create your new MySanDiego account. You can now proceed to step 1 to begin creating your new account.

Questions or Problems?

Please feel free to contact the Tech Support Center at (619) 260-7900 or tsc@sandiego.edu or the Lab Manager/Supervisor at (619) 260-2765 or supers@sandiego.edu.

Creating Your New Account

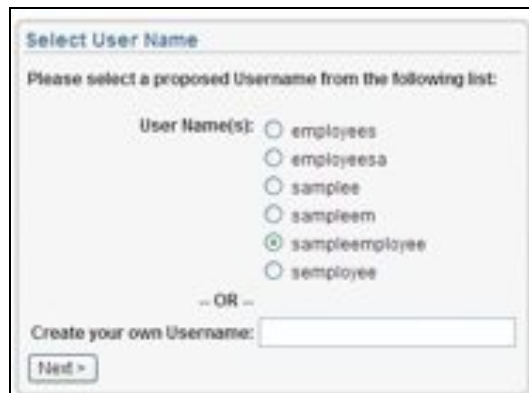
- Visit the following Web site: <http://mail.sandiego.edu>
- Select **Open an Account (Employees)** inside the **Need Help** box.



1. Read the bullet points on the resulting page. Enter your information in the correct format as requested on the screen. **DO NOT click your browser's BACK button at any time as this will cause an error.**

2. Select **Next>**
3. If an error occurs after selecting **Next>**, please check that you entered your information correctly and try again. If you still receive an error, please contact the Tech Support Center at (619) 260-7900 or the Computer Lab Manager/Supervisor at (619) 260-2765. If an error does not occur, proceed to step 4.

4. Select a username or type in a username of your choice for your account; write down what you have chosen. This username will be part of your e-mail address. For example, if the username is jsmith, the e-mail address would be jsmith@sandiego.edu.



5. Select **Next>** when finished.
6. Create a personalized password for your account.



7. Select **Next>** when finished.

You are done once you have completed all of the above steps. You will be able to access your account and the MySanDiego portal after 24 hours of creating your new account. These sites are found at the following locations:

- USD Webmail: <http://mail.sandiego.edu>
- MySanDiego: <http://my.sandiego.edu>

**Please note some access to other sites may take up to 48 hours after you create your account.*