



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

Getting Started (Students)

As an incoming or current student in good standing, you are entitled to have a MySanDiego account 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, grades, class schedules, financial aid and more. To set up a MySanDiego account, the Registrar's Office (located in Founder's Hall Room 113) 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. A USD ID number

After 24 hours of completing all of the above AND provided there are no holds under your name in the Registrar's office; you can proceed in creating your 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 (Students)** 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.**
 - ❖ Please note that the expected graduation year you select on this screen will be part of your username so please select wisely. For example, if your name is John Smith and you select 11 as your graduation year, one of your username choices could be displayed as jsmith-11.

2. Select **Next>**

