



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.

Student Account Creation

IMPORTANT! Before starting the registration process please read USD Policy Agreement.

- If you **AGREE** please continue with the registration process. Registration using this application implies your acceptance to USD Policy Agreement.
- If you **DO NOT ACCEPT** the following terms and conditions **DO NOT** register here.
- If you are experiencing difficulties or need assistance in using this form to activate your MySanDiego, please contact the USD Tech Support Center at 619-260-7900 (8 AM to 5 PM Monday through Friday).

USD Policy Agreement:

- Account privileges may be removed if abused.
- The University of San Diego takes no responsibility for the integrity of the files in personal accounts.
- All users are responsible for noticing important announcements in the welcome message, and by abiding by all rules relating to the use of University computing facilities including (but not limited to) rules posted in the labs and the [Acceptable Use Policy](#).
- Your name and E-Mail address will be listed in the online directory services unless otherwise requested at the registrar's office.
- Accounts are valid until the time the student leaves the university.
- To change your password, see the [Account Command Center](#)

☞ USD ID:

☞ Last 4 of your SSN or your 4 digit PIN:

☞ Date of Birth: (MM/DD/YYYY format)

☞ Please select your expected graduation year: % >

Next >

2. Select **Next>**

- 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.
- Select a username 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-11, the e-mail address would be jsmith-11@sandiego.edu.

Select User Name

Please select a proposed Username from the following list:

User Name(s): samples-08
 samplest-08
 samplestudent-08
 sstudent-08
 students-08
 studentsa-08

Next >

- Select **Next>**
- Create a personalized password for your account.

Create Student Account (Password) for samplestudent-08

For increased security of USD's systems, and your personal information, we are requiring that users utilize secure passwords. The password will need to adhere to the following conditions:

- A minimum of 8 characters and a maximum of 30
- Must contain at least 1 numeric character
- Must contain at least one of the following special characters: !%&*^()_+=[]{}~`~@-'
- Cannot contain the special characters < or >
- Cannot contain username, first name or last name
- Should not be a common word in the dictionary

Password:
 Confirm Password:
 Hint Question:
 Hint Answer:
 Confirm Hint Answer:

Next >

- 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.*