

This guide covers all of your faculty and staff accounts, as well as how to login, change and unlock your password.

## ACTIVATING YOUR ACCOUNT

Salisbury University faculty and staff have an SU username and password created and/or activated for them once their signed contract has been entered by Human Resources. When you first log into GullNet, or after an extended absence, your GullNet account may be locked. Use the **Trouble logging in?** link on the GullNet logon page to change your password and unlock your account. You may also need to call the IT Help Desk to have your account unlocked if changing your password does not work. Faculty and staff must complete the Acceptable Use Policy and Policy Receipt Acknowledgement sections in GullNet before gaining full access to their account.

## YOUR SU ACCOUNT AND PASSWORD

Once the Human Resources department enters your contract in GullNet your SU account will be activated. At that time, your SU username and password will be active for the following systems:

- **Network Logins**
- **SU Email:** <http://webmail.salisbury.edu>
- **GullNet:** <http://gullnet.salisbury.edu>
- **MyClasses:** <http://myclasses.salisbury.edu> – Only if you have created a class in MyClasses through ID&D.
- **Gull Card:** <http://gullcard.salisbury.edu>
- **Kivuto Solutions (work-at-home software purchases):** <http://www.salisbury.edu/helpdesk/meec/>
- **VPN:** <http://vpn.salisbury.edu> or <http://vpn.salisbury.edu/campus/> on campus. VPN is used to securely access network drives from off-campus, as well as use some secure applications on-campus.

Depending on your department or role, you may also have access to:

- **PeopleSoft Financials:** <http://finance.salisbury.edu>
  - Note: **PeopleSoft Foundation** uses the same link, but uses username-suf.

You will be able to set your password using our **Password Assistance** webpage: <http://mypassword.salisbury.edu/>

As long as you are an active SU employee, your SU account will be active. Once you leave the university, your SU account will be disabled. Also, a faculty or staff member who also has a student account will only be able to register for classes and perform other student activities on his or her student account. After 12 months, your accounts are removed. Faculty and staff emeriti retain access to his or her email account, which remains active for as long as you want to use it.

## YOUR EMAIL ADDRESS

Your email address is [username@salisbury.edu](mailto:username@salisbury.edu), where “username” is your SU username. You can access your email at <http://webmail.salisbury.edu>.

## CHANGING YOUR SU PASSWORD

You can change your password at the **Password Assistance** page: <http://mypassword.salisbury.edu>. Your password expires every 90 days, but you may need to change it sooner than that if you are experiencing issues, or if your password stops working.

### TO SET UP OR CHANGE YOUR PASSWORD RESET ANSWERS

The first time you use the system, you need to provide answers to the Password Reset questions in order to use the Password Reset system.

1. Go to <http://mypassword.salisbury.edu> and click the **SU Password Reset System** link.
2. Click the **Go to Setup Tool** button in the Initial Profile Setup section.
3. Enter your username and click **Continue**.
4. Log in with your SU username and password and click **Continue**. If you do not know your password, call the IT Help Desk at 410-677-5454 for assistance.
5. Follow the prompts to set up your three authentication methods (Challenge questions, alternate email, sms/text messaging).

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1. Go to <http://mypassword.salisbury.edu> and click the **SU Password Reset System** link.
2. Click the **Go to Reset Tool** button in the Password Reset section.
3. Enter your username and click **Continue**.
4. Authenticate using one of the methods you set up in the Initial Profile Setup. If you choose E-mail or SMS authentication, be sure to click the **Send Code** button to have the code sent to you.
5. Once authenticated, you can set a new password.

### PASSWORD REQUIREMENTS

Your account password must meet the following requirements.

- Your password must be between 8 and 24 characters in length. For Mac users, it must be exactly 8 characters.
- Passwords must contain a mix of characters from three of the following Numbers, Uppercase Letters, Lowercase Letters and Special Characters.
- It cannot contain any part of your name or username, or contain any part of your personal information, such as SSN, emplID, username, etc.
- It cannot be any previously used password.

If you need assistance, you can find a guide to resetting your password at

[http://www.salisbury.edu/helpdesk/doc/Accounts\\_and\\_Passwords/Accounts\\_ResettingYourPassword.pdf](http://www.salisbury.edu/helpdesk/doc/Accounts_and_Passwords/Accounts_ResettingYourPassword.pdf).

## FACULTY AND STAFF EMERITI

Faculty and Staff Emeriti are extended the opportunity to continue to use their email for as long as they wish to keep them, in return for their years of service to the University. Retirees automatically have their email active for three years following their retirement date. After the three years, retirees will receive an email which they will need to reply to in order to extend their access for another three years. All that is required is that they continue to use the email address and respond every three years to the email inquiry about continued use.

Emeriti who do not respond to the yearly email inquiry (usually done in late Spring or early Summer) will find their account is disabled. If this is the case, a prompt email or call to the Help Desk will usually be enough to restore email access.

## GETTING HELP

For assistance with your SU username and password, please call the Help Desk at 410-677-5454.