

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

APPLICANTS AND ADMITTED STUDENTS

When you are first accepted to the University as an applicant, you are given your SU username and a temporary GullNet password. This is used to access GullNet prior to matriculation, when your SU account is activated and you are eligible to register for classes. During this time frame only, you will be able to have a new password sent to the email you designated on your application through the **Trouble logging in?** link on the left side of the GullNet logon page at <http://gullnet.salisbury.edu>.

YOUR SU ACCOUNT AND PASSWORD

Once your SU account is created (usually just before Orientation 101) your SU account will be active for the following systems:

- **Network Logins** - campus computer and internet/network access.
- **SU Email:** http://www.salisbury.edu/helpdesk/Email_Outlook_Exchange/ - Student email access. This requires the full email address.
- **GullNet:** <http://gullnet.salisbury.edu> - our campus information and data system which includes academic and personal information.
- **MyClasses:** <http://myclasses.salisbury.edu> - only if you have a class that uses MyClasses, our online course management system.
- **Gull Card:** <http://gullcard.salisbury.edu> - your university ID and multi-function card.
- **ABLE Internship Application:** <https://www2.salisbury.edu/able/app/login.asp> - for Perdue School students.

Your SU username will remain the same username you were using as an applicant prior to your SU account being created; however, your password will revert to your original GullNet login and will be locked for changes until July 1st after Orientation 101 for students admitted for the Fall semester, or until January 15th for students admitted for the Spring semester. You will be able to set your password beginning July 2nd for Fall or January 16th for Spring semesters using our **Password Assistance** webpage: <http://mypassword.salisbury.edu/>. Non-degree students will have their account information emailed to their non-SU email address.

Once your SU account is active, you can no longer change your default email in GullNet.

As long as you are taking at least one class at Salisbury University, or have taken a class within the past 12 months, your SU account will be active. Also, a student who also has a faculty/staff account will only be able to register for classes and perform other student activities on his or her student account.

Your e-mail and GullNet accounts are removed 12 months after your last class at Salisbury University ends.

YOUR EMAIL ADDRESS

Your email address is username@gulls.salisbury.edu, where "username" is your SU username. You can access your email at http://www.salisbury.edu/helpdesk/Email_Outlook_Exchange/.

CHANGING YOUR SU PASSWORD

You can change your password at the **Password Assistance** page: <http://mypassword.salisbury.edu>. Your password expires every 180 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 QUESTIONS

In order to use the SU Password Reset system, you will need to setup your authentication methods in your SU Password Reset Profile. You will do so by providing your own personal answers to challenge questions, and by providing an alternate E-Mail address and a mobile phone number. To do this:

1. Open Internet Explorer.
2. Navigate to <http://mypassword.salisbury.edu>.
3. Click on the **SU Password Reset System** link.
4. Click the **Go to Setup Tool** button under the **Initial Profile Setup** section.
5. Enter your SU Username in the box and click **Continue**.
6. Confirm your SU Account by entering your SU Username and current password and then click **Continue**.
7. Setup your five Challenge Questions and Answers by choosing from the pre-loaded questions or by creating your own. Make sure they follow the rules listed. Click **Continue** when you have answered all five.
8. Enter your **Alternate E-Mail Address** and then click **Continue**.
9. Enter a valid US phone number (numbers only), select the Carrier and click **Continue**. If you do not have a US phone number or text messaging service (SMS), you can choose the **Skip** option.
10. A confirmation message will verify that you've completed the Initial Profile Setup at the top of the SU Password Reset System main page.

TO CHANGE YOUR PASSWORD:

Go to <http://mypassword.salisbury.edu> and click the **SU Password Reset System** link. After authenticating, you will be able to set a new password.

PASSWORD REQUIREMENTS

Your account password must meet the following requirements.

- Your password must be at least 8 characters in length. For Mac users, it must be exactly 8 characters.
- It must contain at least three of the following four options:
 - A number;
 - An upper case character;
 - A lower case letter; or
 - A symbol.
- It cannot contain any part of your personal information, such as your name, SSN, emplID, username, etc.
- It cannot be any previously used password.

GETTING HELP

For assistance with your SU username and password, please call the IT Help Desk at 410-677-5454. Note for parents: The Family Educational Rights and Privacy Act (FERPA) limits the amount of assistance we can provide to anyone except the owner of the account (the student). For more information, visit <http://www.salisbury.edu/registrar/Resources/FERPA/>

For help with changing your password, call the IT Help Desk at 410-677-5454 or see the Getting Help section of the Password Assistance page: <http://mypassword.salisbury.edu>.