

SNU Information Technology

Graduate/Professional Studies Resources

2009-2010

MySNU

MySNU is the campus portal for students, faculty and staff allowing you to check grades, account balance, weather, news and much more. You may access MySNU by going to <http://my.snu.edu> .

Username and Password

Usually, your username will be the first letter of your first name followed by up to seven characters of your last name. In cases where duplicate usernames occur, additional characters from your first name will be used and less characters from your last name. For example, John Doe would be jdoe and Jane Doe would be jadoe. To find your username, go to MySNU and click the *Username Lookup* link.

Your password is initially set to the last five digits of your ID number. Your Student ID Card should have your ID number printed on it. The first time you login with this password, you will be prompted to change it. It is **very important** that you keep this password private. Do not use a password that may easily be guessed and do not share your password with anyone. Your password protects personal information such as grades, account balances, and email. If someone gains access to your account, you may still be held responsible for actions committed with your account.

Email

Your email address is your username followed by “@mail.snu.edu” (ex: jdoe@mail.snu.edu). Your mailbox is an SNU Gmail account with a growing size limit. You can access your email by:

- Web browser (Internet Explorer, etc.) – Go to WebMail (<http://webmail.snu.edu>) and login with your username and initial password which is snu-xxxxx (replace xxxxx with the last 5 digits of your ID number.) Your password will need to be changed the first time you login to the email. First time login instructions are available on MySNU at <https://my.snu.edu/help/email.asp>
- POP3 Clients (Outlook or Thunderbird) – If you want to use Gmail with a POP3 clients, check the FAQs at www.snu.edu/it.

Moodle

SNU uses Moodle as the online course management system. The best way to login to Moodle is by going to MySNU and clicking the Moodle link under the MyStuff menu. This will take you right in to Moodle without another login. You can access Moodle directly by going to <http://moodle.snu.edu> and logging in.

F Drive

SNU Graduate/Professional students are allocated a personal network space (50 MB) to keep class work and other files in a central location. You can access your F drive through Novell on campus or through NetStorage off campus. For more information, see www.snu.edu/it and click on Connecting to SNU. “Using NetStorage to connect to SNU” will tell you what you need to do.

Getting Help

Help is available by phone at 405-491-6396 – Office hours are Monday through Friday 8AM to 5PM. Evening phone support is from 5 to 9 PM. You may also get help through email to helpdesk@snu.edu . The Helpdesk is located in Herrick 143.