

## Email and Network Account

Your campus email account is the colleges' official way of communicating with you. Over the course of the summer, you will receive updates on important topics such as registration, housing, eBilling, etc. Once classes begin, CSB/SJU will use this tool to communicate with you regarding class cancellations and delays, emergency announcements and other official updates.

### Setting up Network and Email Account Password

**Note:** to access email, you must first receive your network username and Banner ID number.

U.S. students for Fall Semester receive this information in the Welcome packet we begin sending in early April. Allow up to two weeks after you submit your enrollment deposit to receive the Welcome packet.

International students are sent this information after submission of the \$500 enrollment deposit.

1. Go to the CSB/SJU password page at <https://password.csbsju.edu>.
2. In the **Username** box, type your network username (not your email address).
3. Click **continue**.
4. Click **Forgot Password**.
5. Enter your **Banner ID** number.
6. Click **continue**.
7. Answer the random security question.
8. Click **continue**.
9. In the New Password box, type a new password. The password must meet the following requirements:
  - It should be at least 8 characters in length.
  - Do not use your first name, last name or username in any part of the password.
  - Your password must contain characters from three of the following categories:
    1. Upper case (e.g. A, B, C)
    2. Lower case (e.g. a, b, c)
    3. Non-alphabetic characters (e.g. !, #, \$)
    4. Numbers (e.g. 1, 2, 3)
10. In the **Confirm** box, type the new password again.
11. Click **continue**.
12. You should receive confirmation that your password was changed on the webpage. If not, contact the IT Services Help Desk at 320-363-2228.
13. Click **sign out**.

### Accessing Your CSB/SJU Email Account with Outlook Web App from Off Campus

1. Go to the login page at <http://exchange.csbsju.edu>. (You can also access your email via the CSB/SJU home page by clicking **Tools** (located to the left of the **Site Search** box) and then clicking on the **Outlook Web App** in the dropdown.)
2. In the **Username** box, type your network username (not your email address).
3. In the **Password** box, type your network password. The password is case sensitive, so type carefully.

If desired, choose additional options:

- **Public computer:** Choose this option if you are using Outlook Web App on a computer that is not your own. You will be automatically logged out after 10 minutes of inactivity.
  - **Private computer:** Choose this option if you are using Outlook Web App on your own computer. You will be automatically logged out after 12 hours of inactivity.
  - **Use the light version of Outlook Web App:** Check this option if you are not using one of the major browsers (Internet Explorer 7 or higher, Firefox 3 or higher, and Safari 3 or higher) or if you are using a slow internet connection. The light version provides fewer features but offers faster performance.
4. Click the **Log On** button.

**Forgot Your Password?** If you forget your password, go to the CSB/SJU password page at <https://password.csbsju.edu>.

## Banner Web Self Service

### Banner Web Self Service is where you will find information on:

**Financial Aid/Student Employment** Information on applying for loans and on-campus employment will be emailed in June to students who were awarded student employment or a federal student loan.

**Student Account Information** Tuition billing statements are sent by email only. You will receive your Fall Semester eBilling notification after July 15th. Watch for an email explaining how to:

- Access your student account information
- Make payments
- Add other users (such as your parents) to your account

**Student Schedule of Classes** - available after July 15th

**Residential Housing information** - sent by July 15th

### Signing on to Banner Web Self Service:

**Note:** to access Banner, you must first have received your ID Number.

U.S. students for Fall Semester receive the ID Number in the Welcome packet we begin sending in early April. Allow up to two weeks after you submit your enrollment deposit to receive the Welcome packet.

International students are sent the ID Number after submission of the \$500 enrollment deposit.

1. Go to the CSB/SJU home page at [www.csbsju.edu](http://www.csbsju.edu).
2. At the top, click **Tools** (located to the left of the **Site Search** box).
3. From the drop down, click **Banner Self-Service**.
4. For CSB Students: Click **Enter Secure Area (CSB Students)**.
5. For SJU Students: Click **Enter Secure Area (SJU Students)**.
6. In the text field next to **ID Number**, enter your nine digit ID number located in the letter found in the Welcome packet.
7. In the text field next to **WSC Number**, enter your date of birth as MMDDYY.
  - Example: January 20th, 1992 would be entered as 012092.
  - **Note:** When logging in for the first time, you will be asked to change and then confirm your new WSC. You will also be asked to create a security question should you forget your WSC.
8. Click **Login**.
9. Select one of the listed menus:
  - **Personal Information**
  - **Student Services**
  - **Financial Aid**