OSU STUDENT COMPUTING SYSTEMS

Students at Oklahoma State University are given access to multiple computing systems which manage academic and personal records, student e-mail, and the on-line classroom. Each system stands alone and is administered independently. Information in the systems is synchronized nightly. It's important to know how and when to use each system. The systems are:

➢ O-Key—OSU identity management (and master password) system (http://okey.okstate.edu)
➢ SIS—Academic records and related personal information system (http://sis.okstate.edu)
➢ On-Line Classroom Community (https://oc.okstate.edu/), also known as D2L
➢ OSU E-mail

Your Student ID

OSU issues an eight-digit ID number commonly called a CWID (**C**ampus **W**ide **ID)**. It is assigned when your name is added to any OSU database. It does not change if you leave OSU or become an employee. If you return to OSU for a 2nd degree or resume your education after any break in enrollment, you retain your original CWID.

If you don't know your CWID, access SIS, then select "What is MY CWID". You may use your SSN as an alternate Student ID. We recommend you use the CWID to reduce opportunity for a hacker to obtain your SSN.

What is a PIN? Why Do I Need One?

PINs (**P**ersonal **I**dentification **N**umbers) are initially used to activate your O-Key account. Student PINS may be used to access SIS prior to O-Key activation or any time when O-Key is not available.

PINs are provided to ALL students. As student names are added to the SIS database, PINs are randomly assigned. If you provide OSU with an alternate e-mail, you receive a notification of that PIN at your alternate e-mail address.

What About Security?

You should protect your O-Key password and your SIS PIN as you would a credit card.

SIS PINs may be changed on-line whenever you feel it is necessary. OSU will not change your PIN without a written request. If you forget your PIN, you may submit a request to the Registrar's Office to have it sent to you. Go to http://registrar.okstate.edu/ and select the "forms" link.

The O-Key system encrypts passwords. No one may view it. OSU will not reset your O-Key password for you. O-Key passwords may be reset by going to http://okey.okstate.edu and selecting the 'reset password' link.

O-KEY

Your O-Key account is an identity management account. It's used to control your personal identity and emergency contact data, manage your master password, select or change your student e-mail destination, and provide a single login to many systems on campus. If your student ID is lost, you may login to O-Key and lock the card to prevent others from using it. OSU computers and servers, SIS, and the online classroom (D2L) accept your OSU e-mail address and O-Key password as a login.

O-Key accounts are available to you 24 hours after your application is added to the OSU academic records system (SIS). After activation, O-Key will remain available to you as long as you are a student at OSU.

Activate your O-Key account

1. Go to http://okey.okstate.edu.
2. Select "O-Key Account Activation".
3. Complete the requested information, including letters from your name, part of your social security number or nine-digit OSU ID number, and your birthday.
4. Follow the instructions to select a password, email address, and challenge secret; enter contact information, phone numbers and other required information.
   O-Key will suggest several passwords or you may create your own. Your password may not contain any dictionary words and must include both upper and lower case letters and at least one number. It must be at least eight characters.
   When your personal profile page is displayed, verify the information you entered and make any needed corrections.
5. Record your O-Key Username and e-mail address and store them in a safe place.
6. Logout. The logout button is at the lower left.

Your O-Key account will be activated and you may use it as a master password within 30 minutes. A mailbox is created for you within four to six hours. If you attempt to access the Student Information System (SIS) before O-Key has completed its processing, SIS will notify you to activate your O-Key account. If this occurs, click the

"activate my O-Key" button, then close the new window and return to SIS to login. That will synchronize the two accounts.

What if I Forget my O-Key Password?

Go to http://okey.okstate.edu. Click the "Reset Password?" link below the O-Key login button and follow the instructions. If you experience problems, contact the IT Help Desk at 405-744-4357.

How Do I Read my OSU E-mail?

Go to http://Orangemail.okstate.edu or http://CowboyMail.okstate.edu . To login, use your O-Key e-mail address or user name, and your O-Key password.

STUDENT INFORMATION SYSTEM (SIS)

What Is SIS?

SIS is the **S**tudent **I**nformation **S**ystem. It contains anything related to your OSU academic record, including financial aid information, personal information (addresses and phone numbers), tuition and fee billing data, and your grades. It includes information about courses each term. You'll use SIS to:

- Check Application Status.
- View and accept Financial Aid awards.
- Plan your schedule and register for classes online (requires advisor consent).
  Search for classes designated as GenEd, special summer classes, or classes that have closed.
- Submit address changes and update personal information, parent/next of kin and emergency contacts.
- Cancel Admission/Enrollment.

- Print your class schedule.
- View an estimated bill when you enroll.
- Verify your enrollment for insurance or scholarships.
- Review your Bursar balance and pay by credit card. Parents may pay on-line, too!
- Receive your grades and view academic transcripts.
- Apply for Graduation.
- Order an official academic transcript.
- Purchase Alumni Association memberships and OSU special event tickets.

❖ Standard Login:
1. Go to http://sis.okstate.edu/.
2. Select "Web for Students".
3. Click "Login".
4. Enter your O-key login address in the "O-Key e-mail address" box.
5. Type your O-Key password in the box.
6. Click "Login".

❖ Alternate Login:
1. Go to http://sis.okstate.edu.
2. Select "Web for Students".
3. Click "Login".
4. Select "Alternate Login.
5. Key your Student ID (CWID or SSN) and SIS PIN in their respective boxes.
6. Click "Login".
If you used your SSN as your login ID, SIS will display your CWID. Select "Continue".

D2L (ON-LINE CLASSROOM)

D2L is used by many professors to post syllabi, quizzes, tests, and homework assignments on the internet. They may use it to send messages to you. Some classes may include on-line discussions. You may take quizzes and tests, and submit your assignments online.

SIS updates D2L with enrollment information nightly. Course information is available one week before the class begins and may be accessed for two weeks after the class ends.

Use your O-Key login to access D2L. For more information, go to the D2L home page at http://oc.okstate.edu and select the Student Help link.

Want More Information?

Check out the Guides and Helpful Links on the SIS (Student) home page (http://prodosu.okstate.edu).

Parking and Transit: parking permits & maps, routes and schedules, for "BOB" and "the Bus"
Enrollment Guides and Finals Schedules

Internet, Outreach, and Short courses
OSU Catalog
Advising Offices

See the SIS Home Page at http://sis.okstate.edu for links to college home pages, administrative office home pages, IT pages, and advising offices.
Send e-mail to sis-dm@okstate.edu.
See http://prodosu.okstate.edu/sis/SCHHELP.HTM for enrollment assistance.