STEP 1

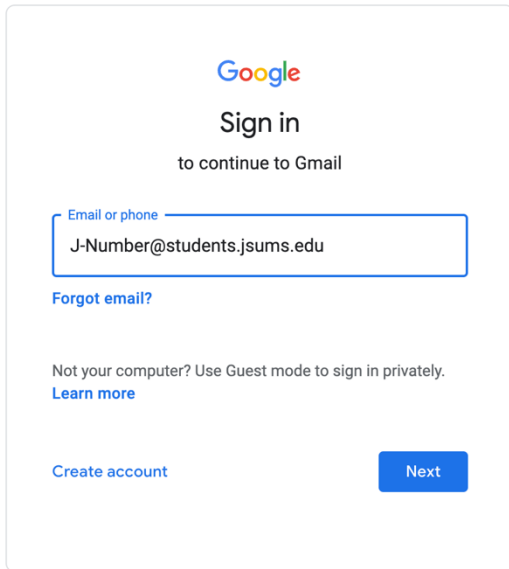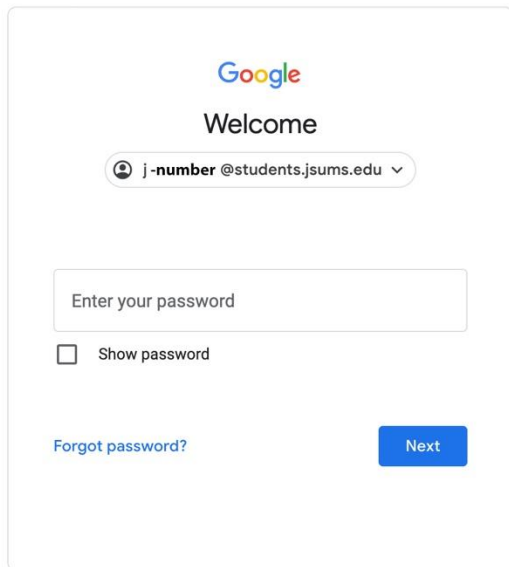**Access your JSU Google Email Account.**
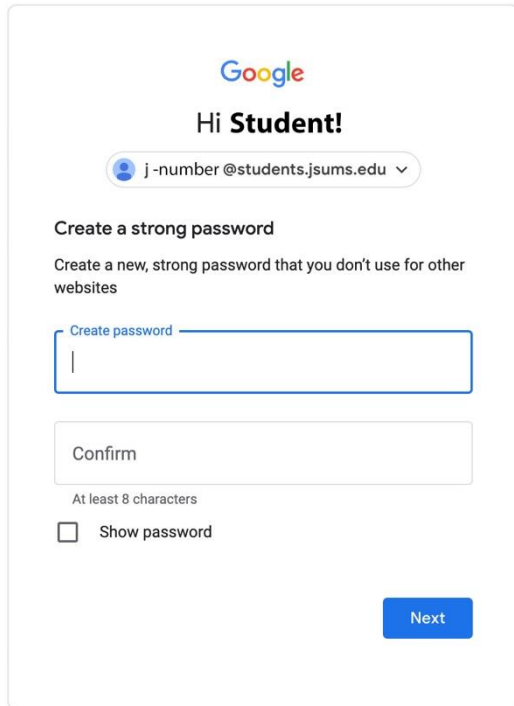**Open your browser and navigate to www.gmail.com**

Enter your J-Number@students.jsums.edu in the Email or phone dialog box then press the Enter key or click the Next button.

NOTE: Faculty/Staff would enter J-Number@jsums.edu

Enter your default password. Your default password is your 8-digit date of birth (mmdddyyy).

Google

Hi **Student!**

👤 j -number @students.jsums.edu ˅

Create a strong password

Create a new, strong password that you don't use for other websites

Create password
| |

Confirm

At least 8 characters

☐ Show password

Next

You will be prompted to change your default email password.

Enter your new (15) character password in both boxes then click the Next button.

NOTE: Your (15) character email password should include
- At least one capital letter
- Special Character (! $%@#$%^&*,+?><)

Avoid using your name, social security number, date of birth, or J-Number.

Examples:
GO!!!Tiger092022
tiGer@09Roc%Special
t1geR@DTD9@#Djmj
tIger09!MonkYour

Enroll your Android or Apple device(s) in DUO Security

      Check your **JSU Email** for the enrollment invitation. If you do not see the invitation, please call our Cyber Security department at 601-979-1005/6400.

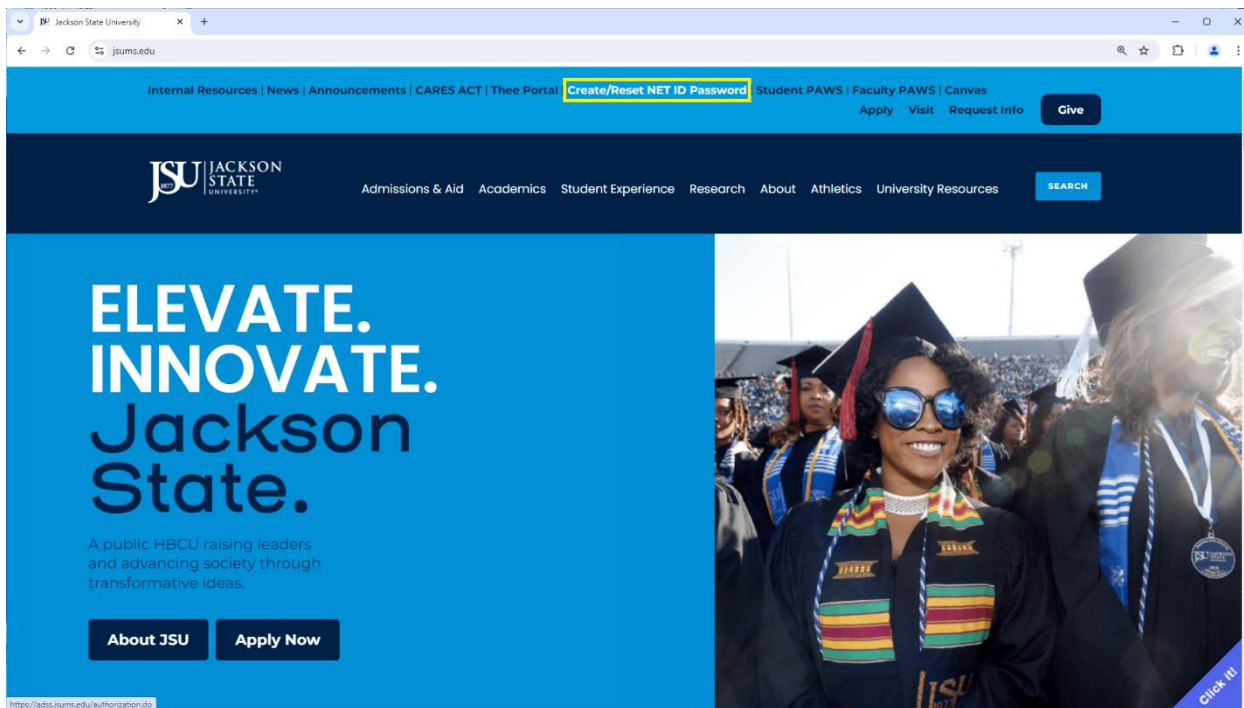**NOTE: New Students may not receive the invitation from DUO. Go on to NetID setup.**

STEP 2

Activate/Reset your NetID password.

The NetID is your J-Number and a (15) character password. It is used to access Student PAWS, Canvas, Library System, Open Access Computer Labs computers, and other university services and systems.
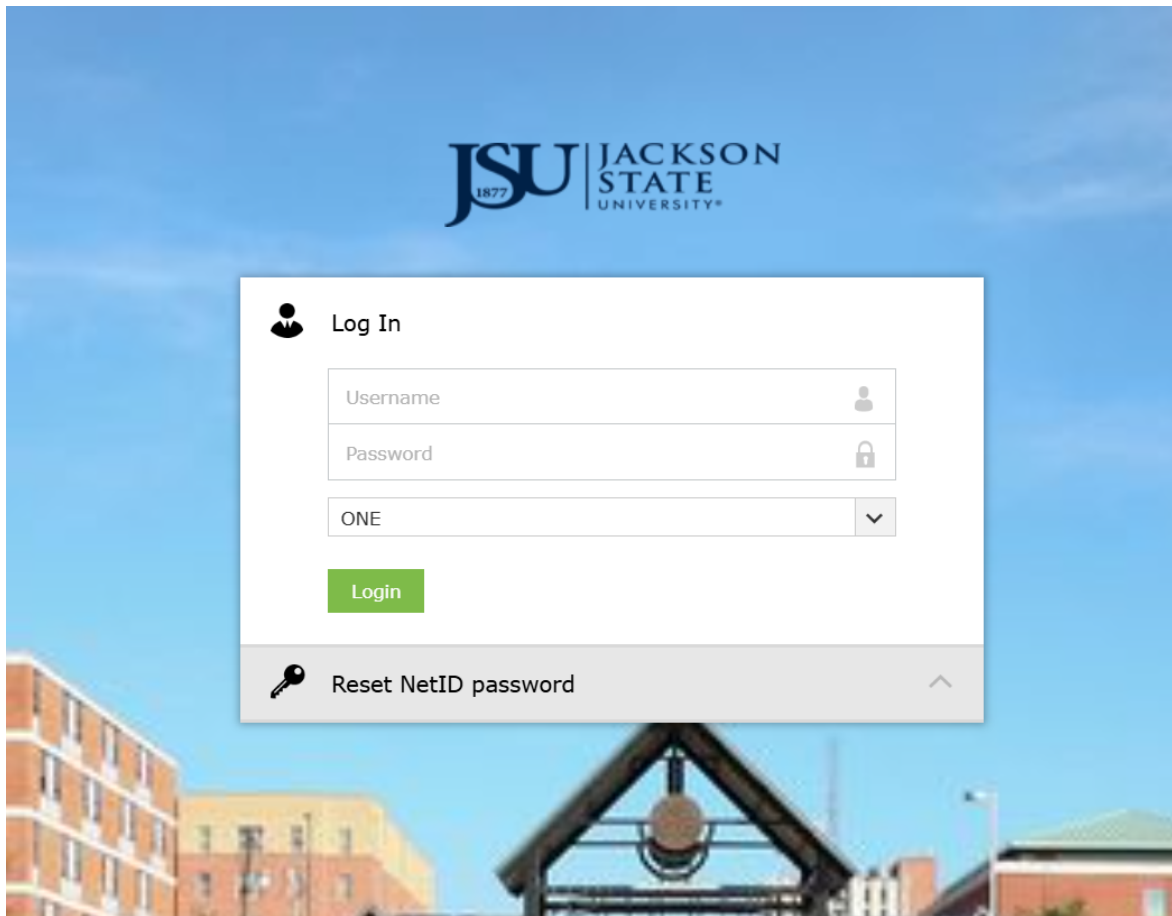
Mobile instructions are provided below as well.

Open your browser and go to the JSU homepage (www.jsums.edu).

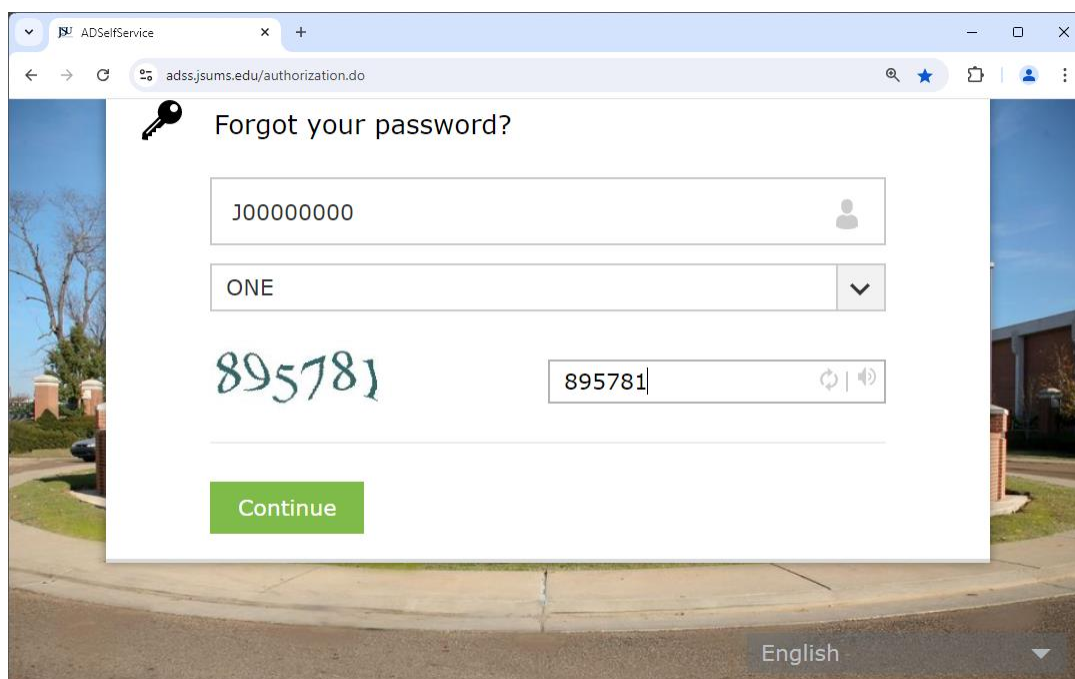Click the "**Create/Reset NetID Password**" link above to access the NetID password reset page as shown just below.

Click "Reset NetID password"

Enter your JNumber for the username then enter the (6) digits then click the Continue button.

Select Email Verification then enter the (6) digits then click the Continue button.

Select your student email address then enter the (6) digits then click the Continue button.

Copy and paste the Code from email then enter the (6) digits then click the Continue button.

Enter your New Password in both boxes then enter the (6) digits then click the Continue button.
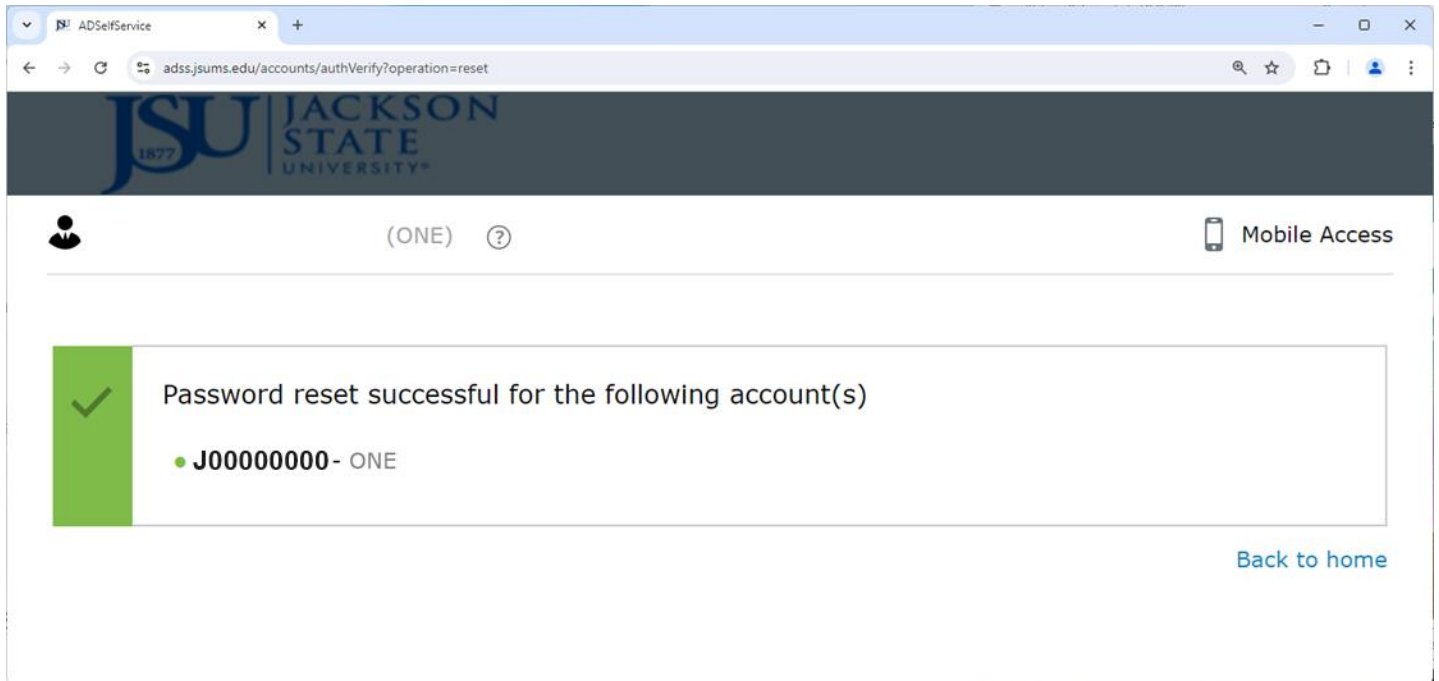

Your password must be at least (15) characters and include an upper case letter, lower case letter, number, and special character (!@#$%^&*( ))

Do not include your name, initials, social, phone number, etc.

Your password has been reset successfully.

Close the NetID password system.

Open a new browser window.

Go to the JSU homepage by typing www.jsums.edu

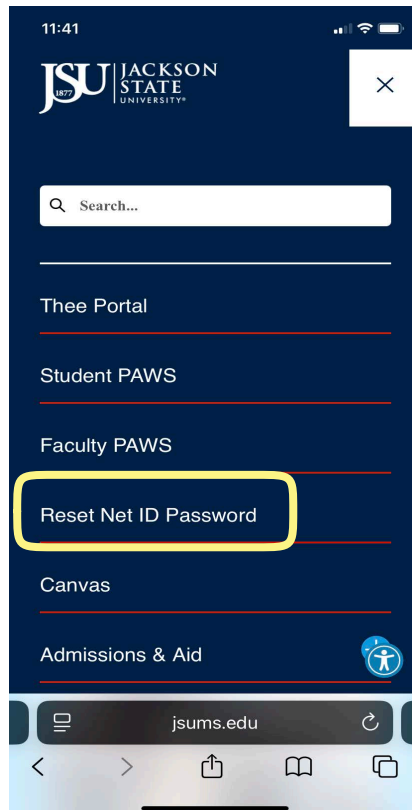**Click TheePortal and sign in.**

Mobile Instructions on the next page.

Do not use the mobile instructions if you are using a desktop computer and or have already reset your NetID password.

Division of **I**nformation **T**echnology
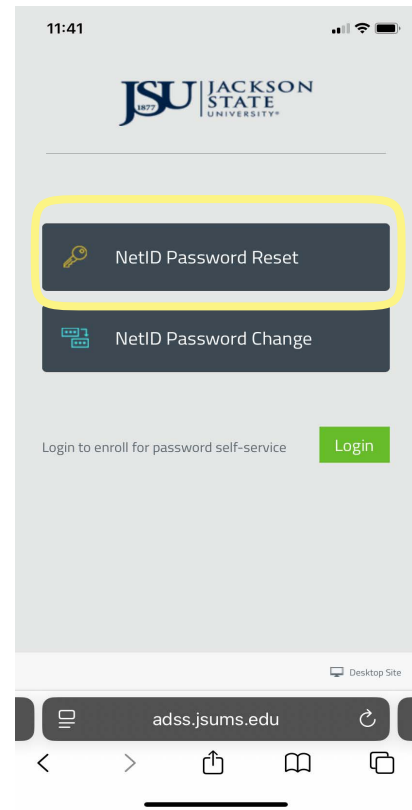*2 Steps to Access JSU IT Services*
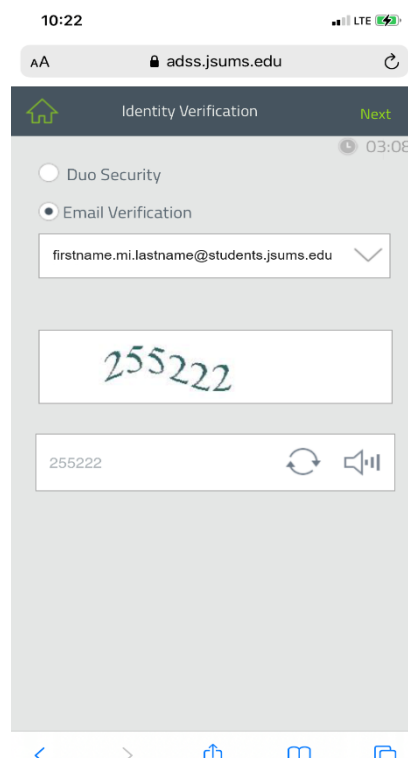
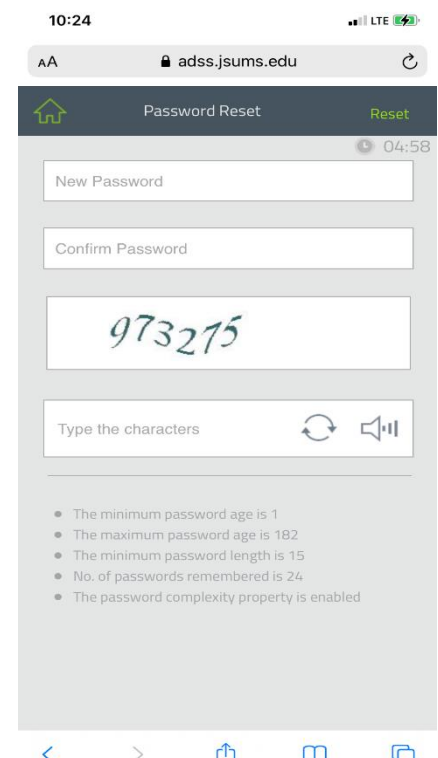Select the **mobile menu**.

Select **Net ID**

Select **Password Reset**

Enter your **JNumber** and **6 digits**
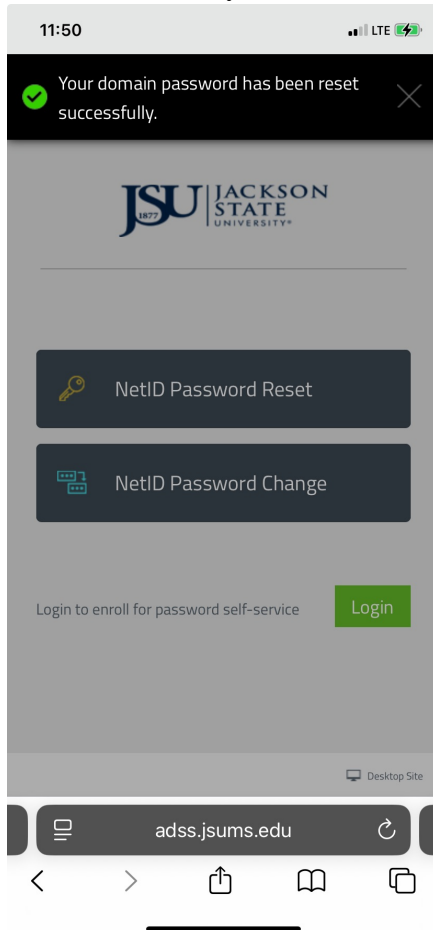
Select your email address and enter the 6 digits

Enter your New Password and enter the 6 digits

Your NetID password has been reset successfully.

Close the NetID password system.

Open a new browser window.

Go to the JSU homepage by typing www.jsums.edu

Click TheePortal and sign in.