

STEP 1



Access your JSU Google Email Account.

Open your browser and navigate to www.gmail.com

Google
Sign in
to continue to Gmail

Email or phone
J-Number@students.jsums.edu

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#) [Next](#)

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

Google
Welcome

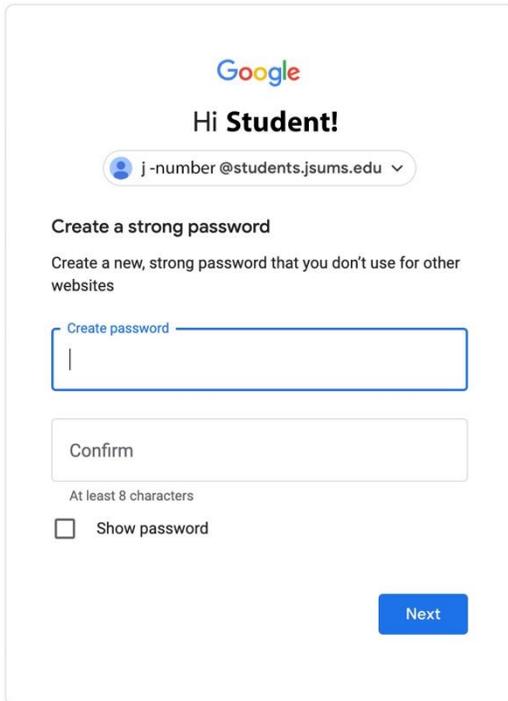
j-number@students.jsums.edu

Enter your password

Show password

[Forgot password?](#) [Next](#)

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



The screenshot shows the Google account creation interface. At the top, it says "Google" and "Hi Student!". Below that is a dropdown menu showing the email address "j-number@students.jsu.edu". The main heading is "Create a strong password". Below this is a sub-heading: "Create a new, strong password that you don't use for other websites". There are two input fields: "Create password" and "Confirm". Below the "Confirm" field, it says "At least 8 characters". There is a checkbox labeled "Show password" which is currently unchecked. A blue "Next" button is at the bottom right.

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



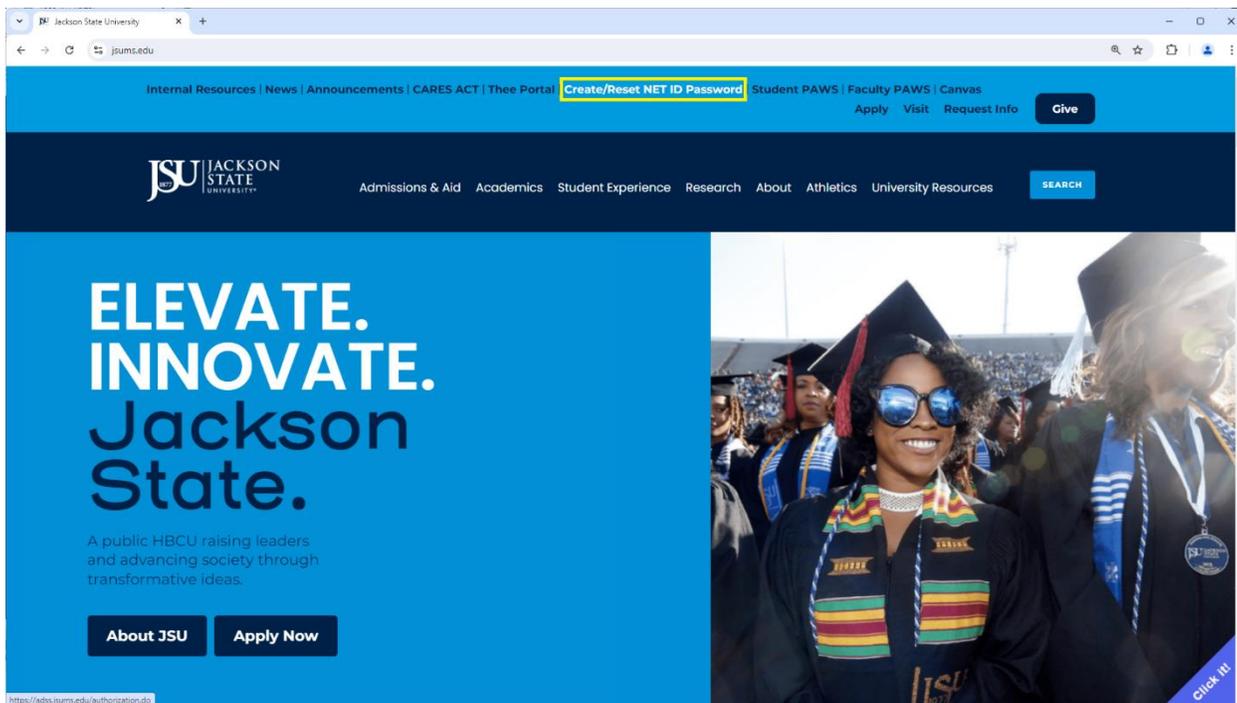
Activate/Reset your [NetID password](#).

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.

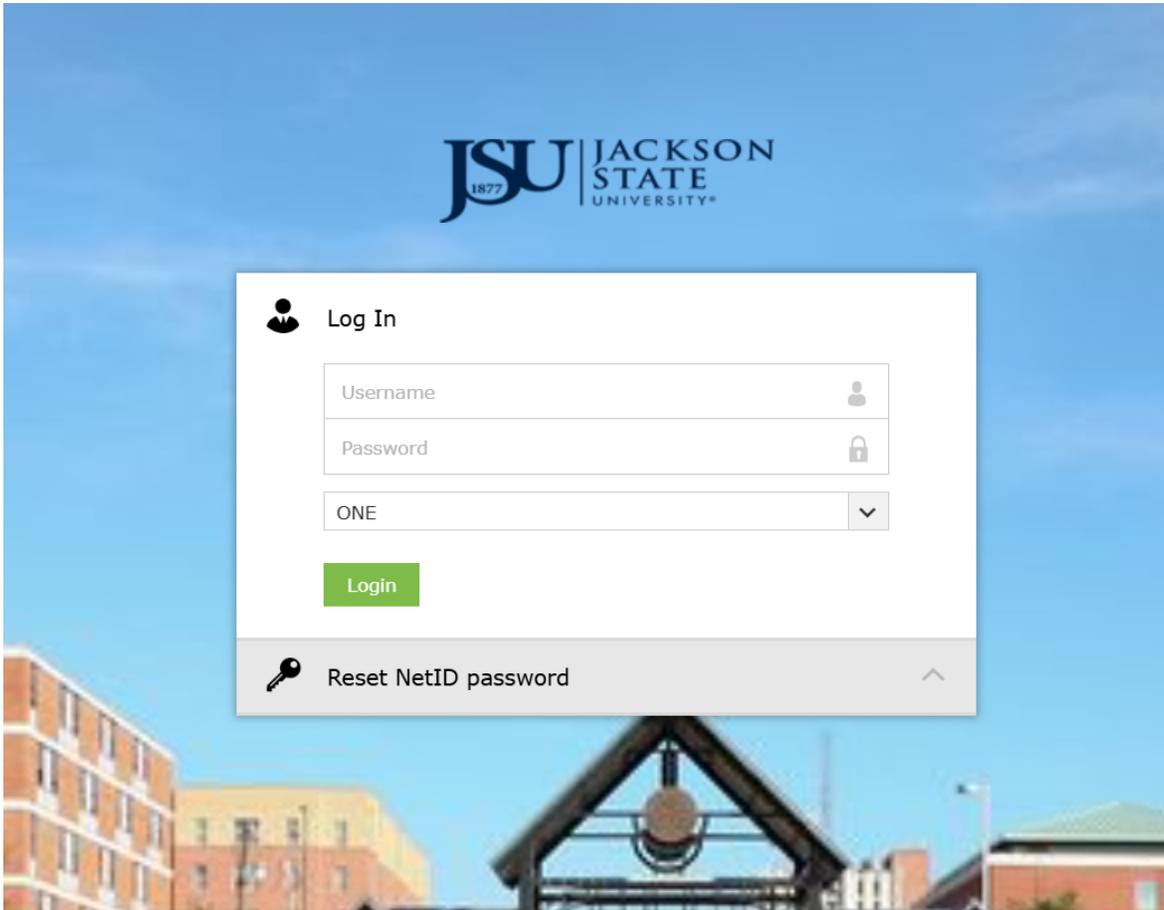
Mobile instructions are provided below as well.

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

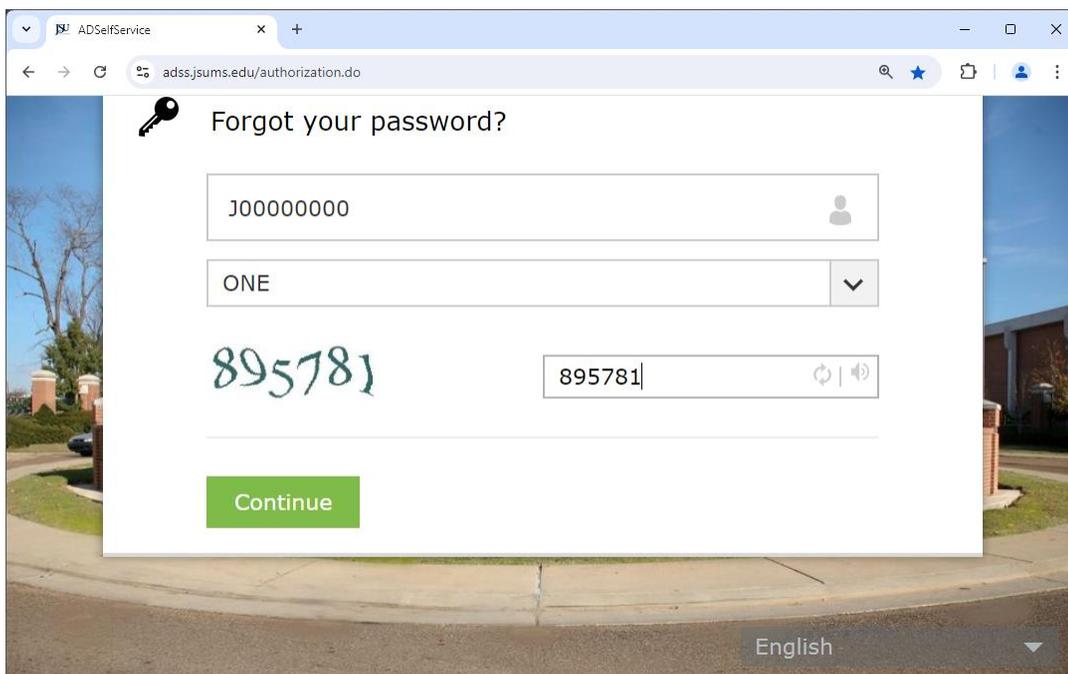
Click the “**Create/Reset NetID Password**” link above to access the NetID password reset page as shown just below.



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.

The screenshot shows a web browser window with the URL `adss.jsums.edu/accounts/auth/Verify?operation=reset`. The page header includes the JSU logo and the text "JACKSON STATE UNIVERSITY". Below the header, there is a user profile icon, the text "(ONE)", a timer showing "04:50", and a "Mobile Access" icon. The main content area has the heading "Select one of the option below to prove your identity" and a sub-heading "This process helps us verify that it is indeed you who is requesting access". There are two radio button options: "Email Verification" (which is selected) and another unselected option. Below the options, it says "Type the characters you see in the picture below." and shows a CAPTCHA image with the numbers "313173". A text input field contains the number "313173". At the bottom right, there are "Cancel" and "Continue" buttons.

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

The screenshot shows the same web browser window as the previous one, but at a different step. The heading is "Get a verification code via email". Below this, it says "Select your email address" and shows a dropdown menu with the selected email address "J00000000@students.jsums.edu". Below the dropdown, it says "Type the characters you see in the picture below." and shows a CAPTCHA image with the numbers "624174". A text input field contains the number "624174". At the bottom right, there are "Cancel" and "Continue" buttons. The timer now shows "04:44".

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

ADSelfService

adss.jsu.edu/accounts/auth/Verify?operation=reset

JSU JACKSON STATE UNIVERSITY

1 (ONE) ? 04:14 Mobile Access

Verification code has been sent to J00000000@students.jsu.edu

Once you have received the code, Please enter it in the textbox below

92692660 Resend Code

Type the characters you see in the picture below.

813387

813387

Cancel Continue

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

ADSelfService

adss.jsu.edu/accounts/auth/Verify?operation=reset

JSU JACKSON STATE UNIVERSITY

(ONE) ? 04:24 Mobile Access

Reset Password

* New Password

* Confirm New Password

- The minimum password age is 1
- The maximum password age is 182
- The minimum password length is 15
- No. of passwords remembered is 24
- The password complexity property is enabled

Type the characters you see in the picture below.

944985

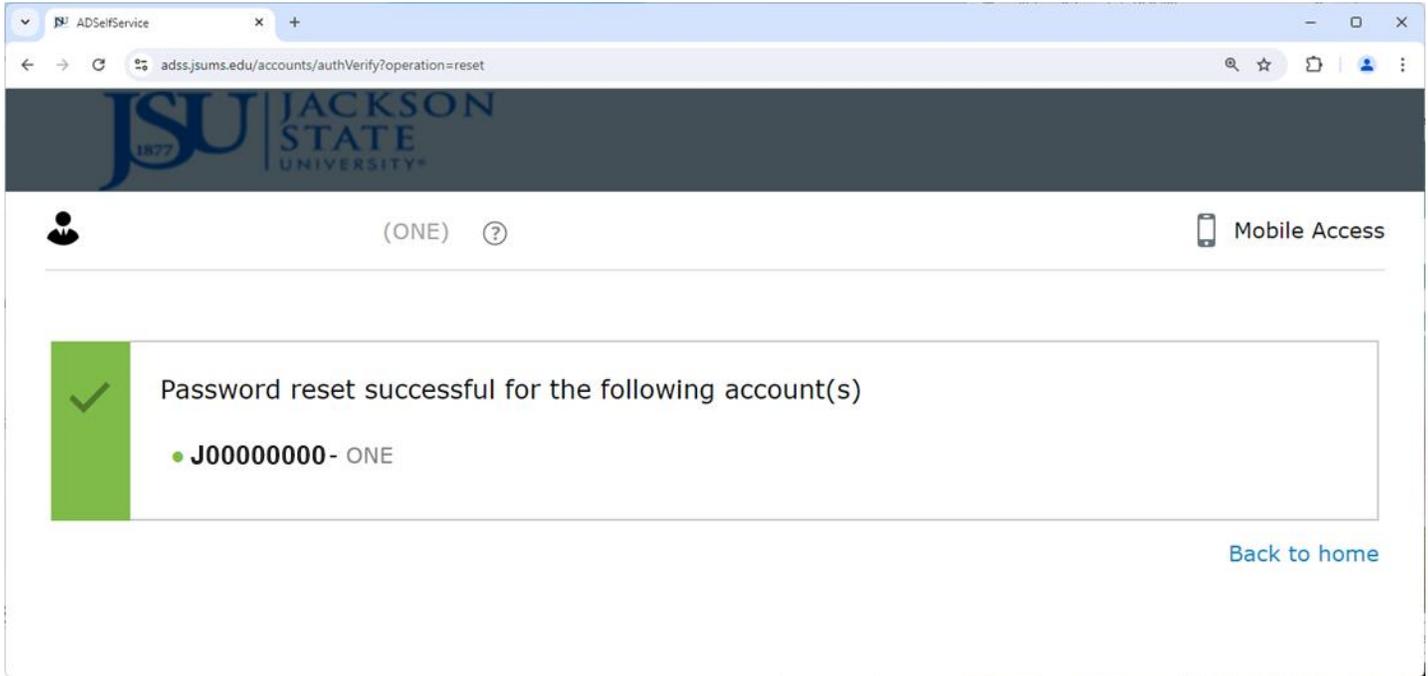
944985

Cancel Reset Password

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

Do not include your name, 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 signin.

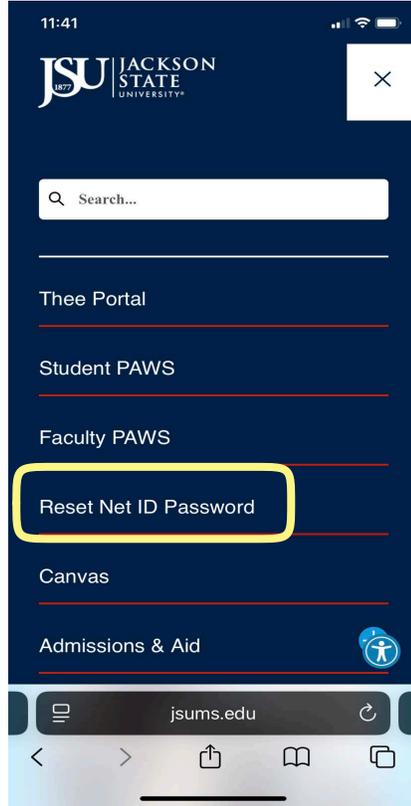
Mobile Instructions on the next page.

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

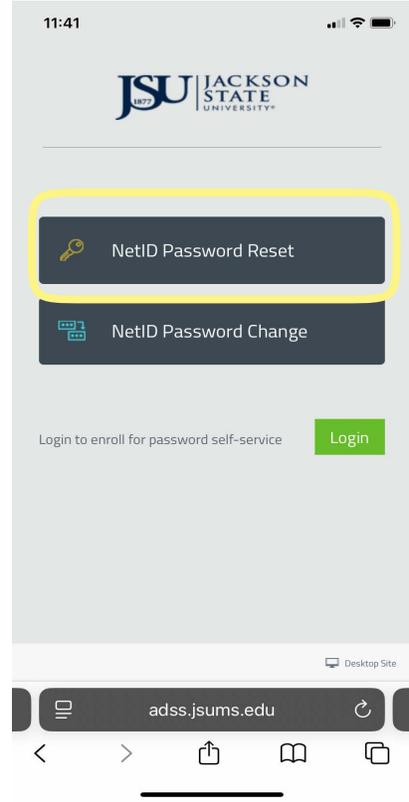
Select the **mobile menu**.



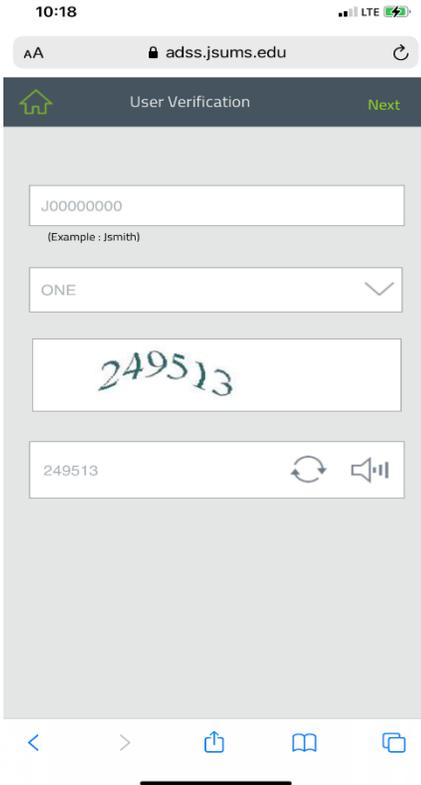
Select **Net ID**



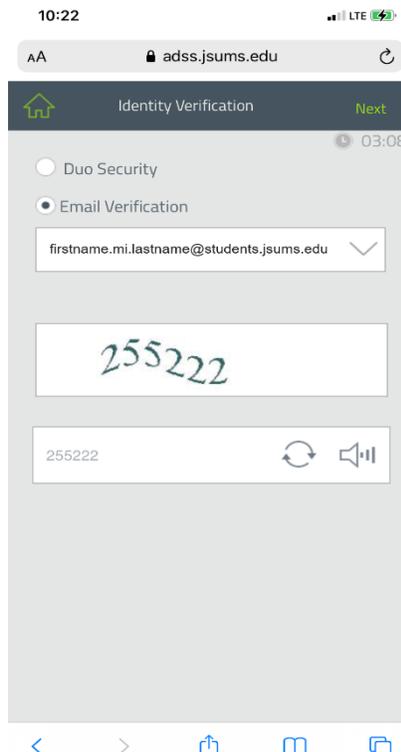
Select **Password Reset**



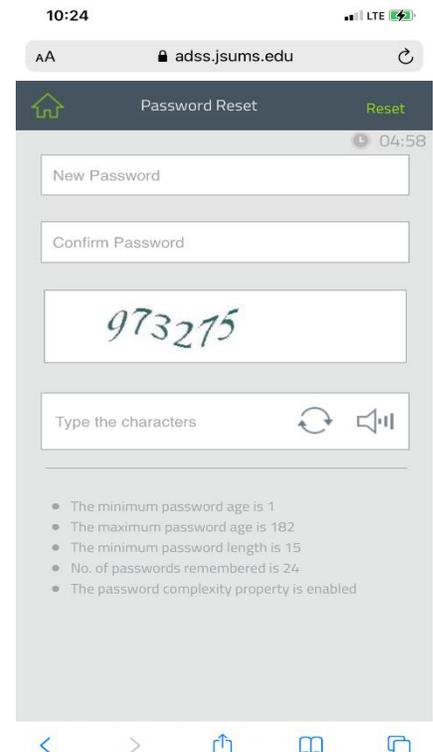
Enter your **JNumber** and **6 digits**



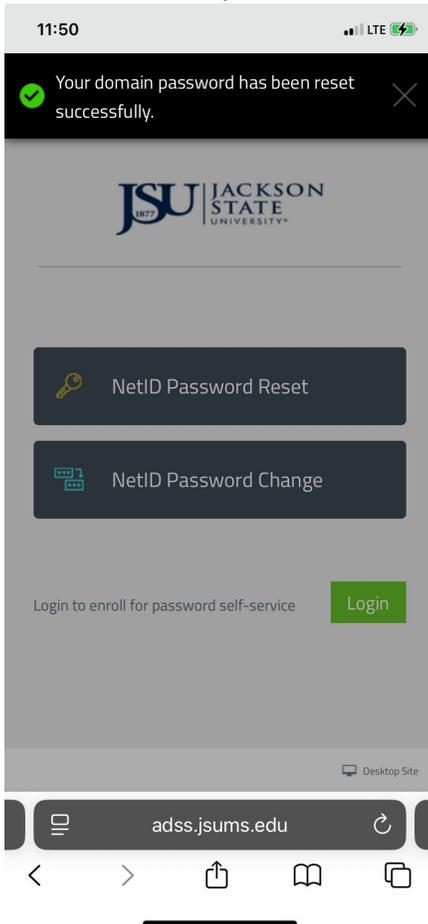
Select your email address and enter the **6 digits**



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 signin.