

Figure 1: Request New HSCNet account

USF Health’s HSCNet ID is your one-stop solution to access both USF Health and USF Main campus applications. This job aid will show you how to request a new HSCNet account, how to use HSCNet to access Blackboard, and how to reset your password in the event that it is misplaced.

REQUEST HSCNET LOGIN

1. From any internet browser, enter the following URL to request your HSC account:
<http://www.health.usf.edu/is/home.htm>
2. Select **Request New Account**, located in the Service Requests area at the bottom right of the USF Health IS webpage.

The New Account Request screen will display. *See figure 1 above.*

3. Click the dropdown arrow in the **Select Role** field and select **Student**.
4. Enter your birthdate in the format mm/dd/yyyy in the **Enter Date of Birth** field, and then click **Continue**.
5. Click the dropdown arrow at **Select College/Level** to select the appropriate college. *See figure 2.*



Figure 1: Select your appropriate College.

6. Click the dropdown arrow to select your **level**.
7. Enter your **U number**, and then click **Continue**.
8. Enter the information requested, including your Elementary School and 4-digit PIN. *See figure 2 below.*
9. Click **Continue**.

NOTE:
Please make note of the Elementary School you entered as well as your 4 digit PIN. This information is vital in the rare instance you may forget your password. See the Password Reset steps for more information.

Figure 2: HSCNet ID request page.

Once you have completed these steps, the following confirmation page will open. *See figure 3 below.*

Figure 3: Confirmation page.

You can now use your HSCNET email and passwords to login anywhere you see the USF NetID Authentication Service. *See figure 4.*



BLACKBOARD LOGIN

1. Enter the following URL to access the MyUSF portal:
<https://my.usf.edu>
2. Enter the following: (See figure 4 below.)
USF NetID: **yourhscnetid@health.usf.edu**
Password: **your HSCNet password**
3. Click **Sign In**. This will open the MyUSF portal.

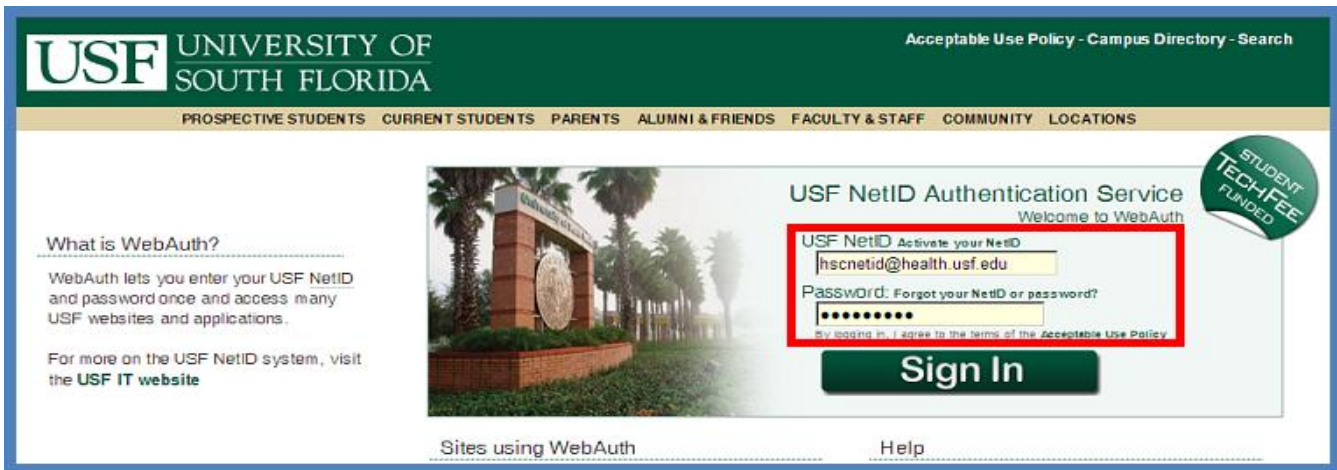


Figure 4: USF NetID Authentication page.

4. Click the **Blackboard** tab to access Blackboard. See figure 5 below.

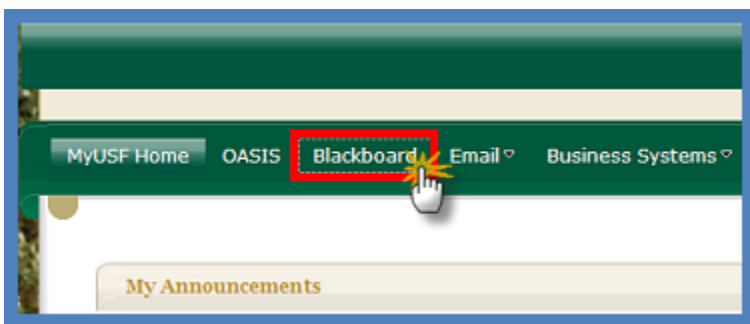


Figure 5: MyUSF Portal.

RESET PASSWORD

1. From any internet browser, enter the following URL to reset your HSC account:
<http://www.health.usf.edu/is/home.htm>
2. Click **Reset my password**. See figure 6 below.





Figure 6: Impress Password Reset link.

NOTE:

IMPRESS is USF Health IS's Password Reset System. This application is how you change your password or reset it if you forget it. Please sign up for IMPRESS.

3. Enter your HSCNet ID and date of birth in the corresponding fields. *See figure 7 below.*



Figure 7: Impress Password Reset Page.

NOTE:

If you did not select your Elementary School and 4-digit PIN when creating your HSCNet account or if you have forgotten this information, please contact the help desk at 813-974-6288 for further assistance.

4. Click **Continue**.
5. Enter the 4 digit PIN and elementary school chosen during your initial request for an HSCNet ID.
6. Enter and verify a new password. Please remember that password strength must be over 50 in order to continue the reset.
7. Click **Set Password**.

SETTING YOUR DEFAULT EMAIL

1. Enter the following URL on your internet browser:
<https://netid.usf.edu>
2. Click **Login**. *See figure 8 below.*

NOTE:

When you sign up for your HSCNet ID, your default email will be set to your HSCNet email address. If you want to change this, please follow these steps.

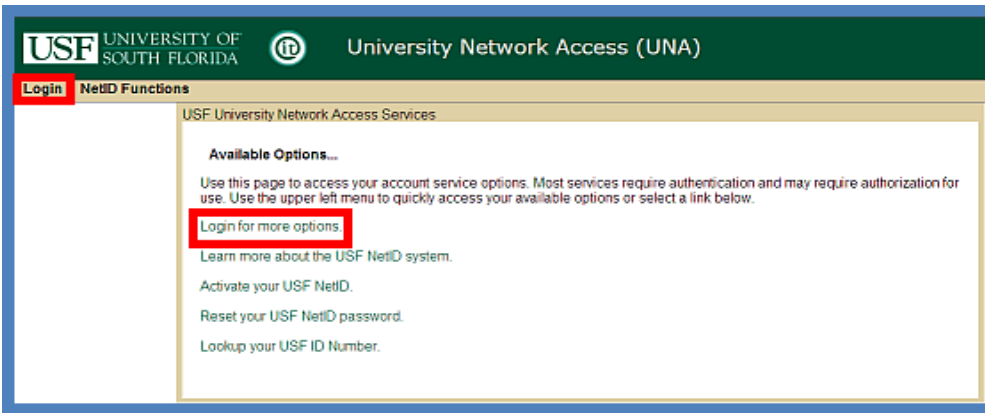


Figure 8: NetID Management webpage.

3. Enter the following:
 USF NetID: your **USF NetID** (or **HSCNet email**)
 Password: your **USF NetID password** (or **HSCNet password**)
4. Click **Sign In**.
5. Click **Select your Official USF E-mail Address**. See figure 9 below.

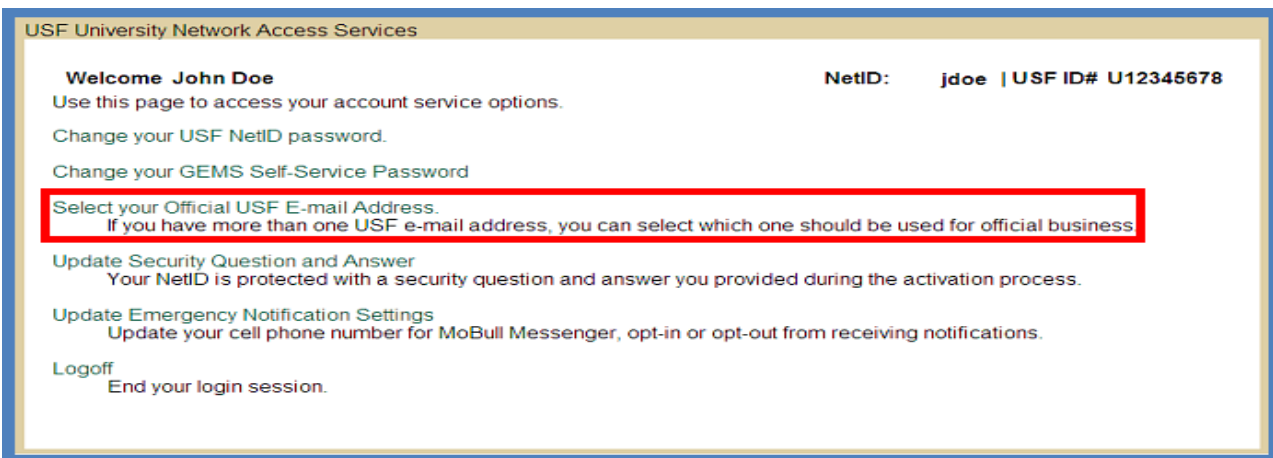


Figure 9: To change the default email address.

6. Click the **dropdown arrow** and select the email address you wish to be your default. See figure 10 below.

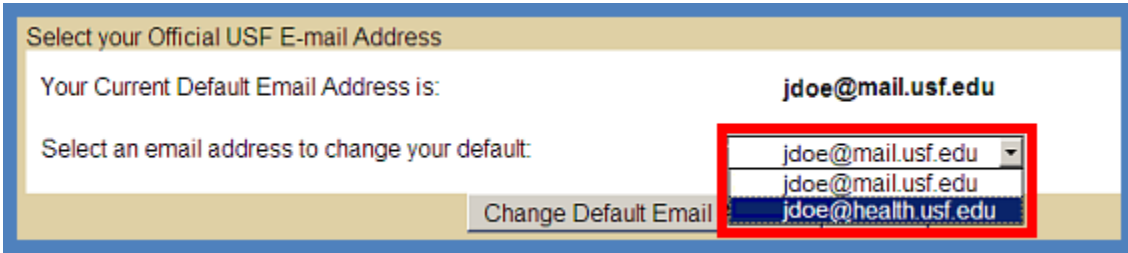


Figure 10: Selecting the new default email.

7. Click **Change the Default Email Address**. See figure 9 above. A confirmation that the default address has changed will pop up. See figure 11 below.

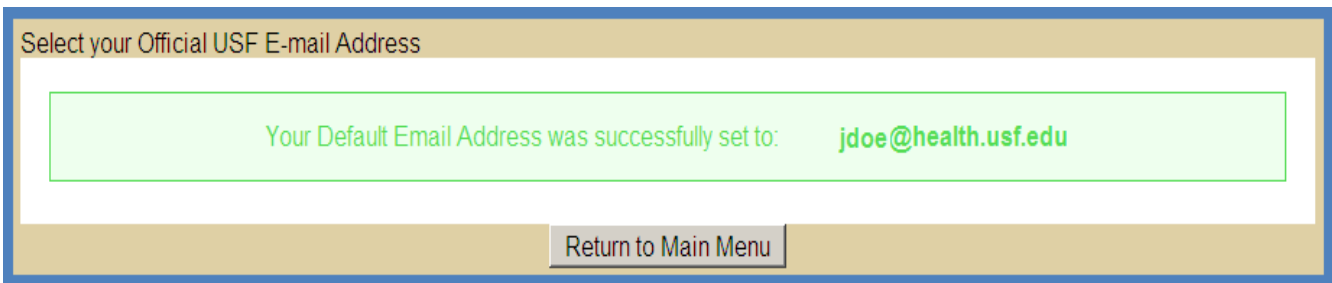


Figure 11: Default email change confirmation.

8. Click **Return to Main Menu**.
9. Click **Log Off**.

