

Accessing Online Courses within MyUSF & USF Email Accounts

The **University Web Portal, MyUSF**, is the **entryway to your course on the Blackboard**.

The myUSF portal is a consolidation of online services to be provided via the web for USF faculty, staff and students. Some of these services include: Blackboard, OASIS, USF communities and organizations online, access to email, libraries, Campus Bookstore, and many more student services and resources. To gain access to MyUSF portal, please follow the steps below.

STEP 1: Apply for USF ID Card

The **USFCard** (identification card) is a requirement for all distance learning students who are enrolled at the University of South Florida. For more information go to their website at <http://it.usf.edu/services/usfcard>

Click this link and follow the directions to order your ID card online:

https://secure.touchnet.com/C20235_ustores/web/store_main.jsp?STOREID=26&CATID=495

You will need to mail or email your passport photo and a copy of your Driver's License to the USFCard Office. Once they receive your information they will send you a confirmation email. At that point it will take one week for you to receive your card in the mail. If you want to check on the status of your card, you can call the USFCard Office at **(813) 974-2357**.

STEP 2: Activate your Net ID

The **Net ID** is a secure login which is required to access the MyUSF Portal (the gateway to your course on Blackboard). To get your Net ID, go to: <http://netid.usf.edu> and click on "**Activate your USF NetID**"

- enter your First and Last Names in the fields provided
- click the primary identification item you wish to use (U-number or USF ID card number)
- follow the on-screen instructions
- you will then be given your NetID and in the following step asked to create a password for your account
- write down your Net ID and password

For more information: <http://www.it.usf.edu/component/content/article/9>

STEP 3: Sign in to MyUSF

MyUSF Portal is located at: <https://my.usf.edu/> (Use your Net ID and Password from Step 2 to log in)

For more information: <http://www.it.usf.edu/services/myusf/students>

STEP 4: Email Accounts at USF

1. Official USF Email Account (@mail.usf.edu)

All "**mail.usf.edu**" email accounts are now being powered by Google! **Google Apps at USF** includes Gmail, instant messaging (Talk), Google Start Page, Calendar and Docs. **Please note that your mail.usf.edu address is automatically set up as your Official USF address, unless otherwise changed to another existing USF email address such as your Health email account.** The official email address is used exclusively by Blackboard for all course correspondence and announcements.

- To register for your **@mail.usf.edu** email account in Google Apps, go to: <http://mail.usf.edu/>
- You can access your email 3 ways:
 - a. Go to <http://mail.usf.edu/>, and click on the **Login** button.
 - b. Log into the MyUSF Portal (<https://my.usf.edu/>), and click on the **Email** tab on the menu bar at the top of the page.
 - c. Check your USF mail using Microsoft Outlook, Vista Mail, Mozilla Thunderbird, or Mac OS Leopard Mail. For instructions, go to: <http://www.it.usf.edu/email/student/setup>.
- You can set this email to forward to any other email address. For instructions go to: http://usfsupport.custhelp.com/cgi-bin/usfsupport.cfg/php/enduser/std_adp.php?p_faqid=2890

For problems or questions, contact USF Information Technology Help Desk at: <http://www.it.usf.edu/help>.

2. USF Health Email Account (@health.usf.edu)

In addition, the College of Public Health **requires** all public health students to have a USF Health email account. Important information is sent to the student's USF Health account regarding registration and academic policies and procedures. Students can choose to set this email as the official USF email address at: <http://netid.usf.edu/> and click on "**Login for more options**".

For instructions, go to: http://usfsupport.custhelp.com/cgi-bin/usfsupport.cfg/php/enduser/std_adp.php?p_faqid=3117

- Register at NEW Account Request website: https://hscf.hsc.usf.edu/support_desk/new_account/account_request_step_1.cfm
Select Your Role as Student, Enter Your Date of Birth and U-number. Create your own password and security questions. An account will be created instantly. **Note: Your email will be accessible in two days.**
- NOTE: You **cannot** forward USF Health emails to a personal account.
- To check your USF Health email, go to: <https://webmail.health.usf.edu>

For problems or questions contact USF Health Information Systems at: <http://hsc.usf.edu/is/support/index.htm>.

For questions, contact the Office of Educational Technology and Assessment at (813) 974-6666 or eta@health.usf.edu