

Student Account Set-Up

Username

1) To find your username, go to: <https://id-lookup.emporia.edu/>

- Enter your **last name (surname/family name)**
- Enter your **birthdate**
- Enter your **E Number (found on your acceptance letter)**

EMPORIA STATE
UNIVERSITY.

ID Lookup

Please provide at least 3 of the following.

Last Name

Last 4 of SSN

Birthdate

Month

Day

Year

E Number

Submit

2) After clicking "Submit", you will see your:

- University ID (Student ID Number/ E Number)
- Username
- Student Email Address

Results

University ID E1 3 0 08

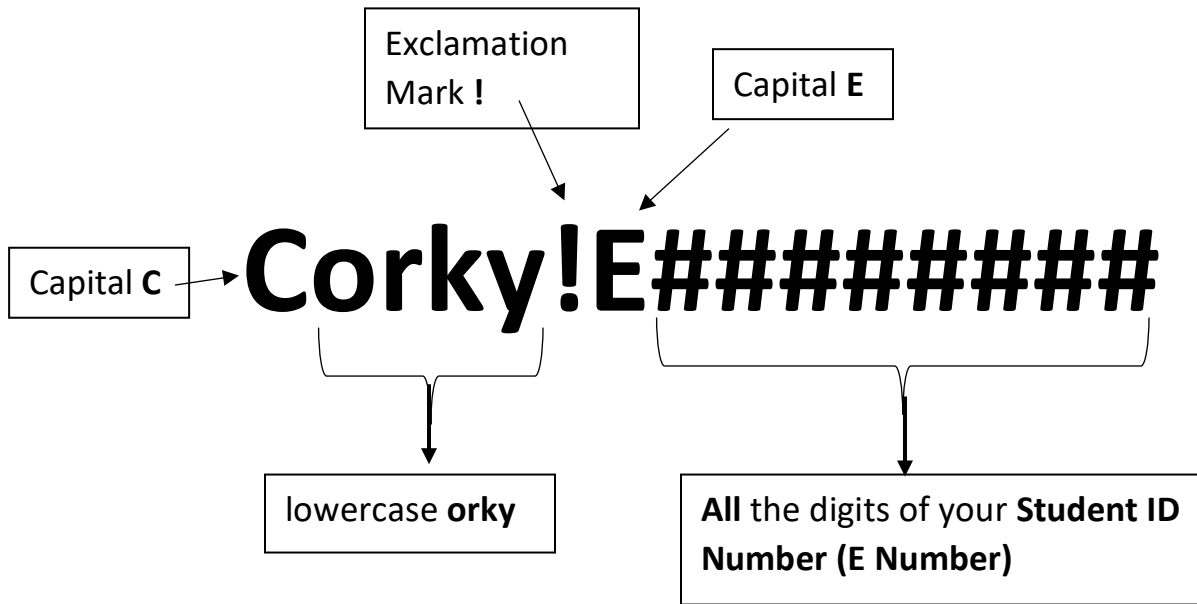
Username krobert5

Student Email krobert5@g.emporia.edu

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Temporary Password

Your temporary password is in this format:



*For example, if your Student ID Number is E12345678,
then your temporary password will be **Corky!E12345678**

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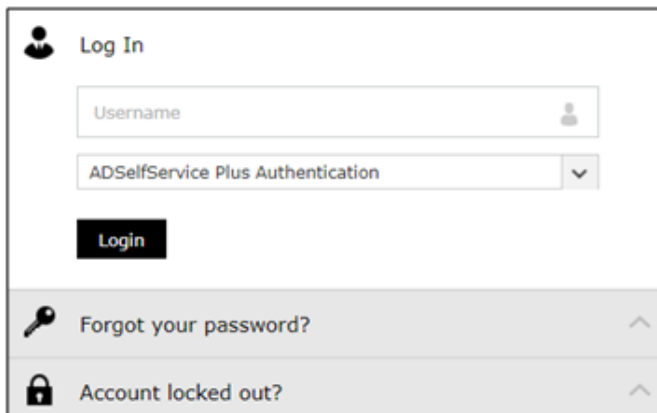
Password Self-Service

Before you can change your password, you will need to set up your Password Self-Service account. This service will help keep your account information safe. It will also make it easier to reset and recover your password in the future.

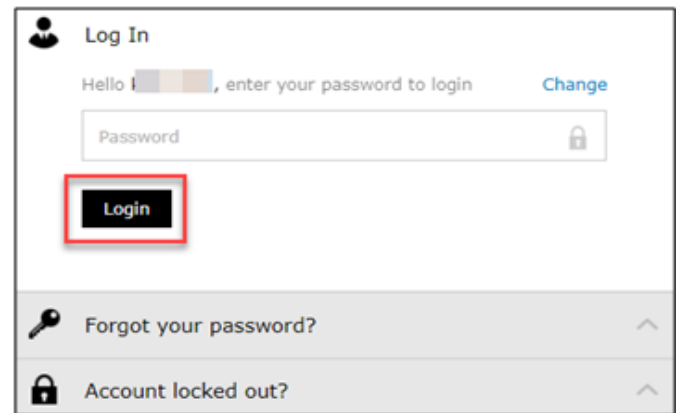
Steps:

1) Go to account.emporia.edu → enter your ESU username and password → click “Login”

Note: *If you are a first-time user, enter the temporary password given.*

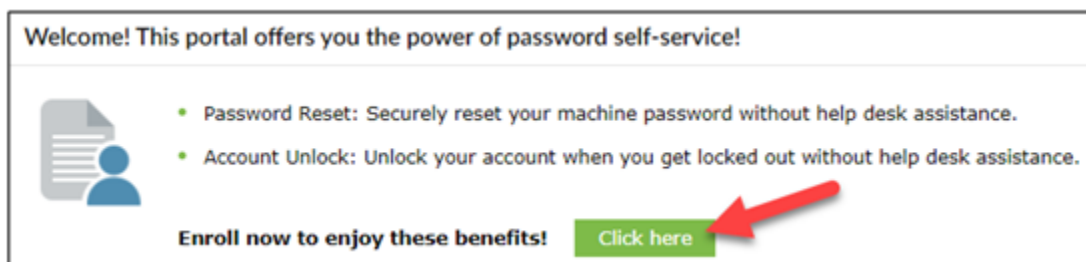
A screenshot of the 'Log In' page for the Username field. It features a user icon, a 'Log In' title, a text input field labeled 'Username' with a user icon on the right, a dropdown menu labeled 'ADSelfService Plus Authentication', and a black 'Login' button. At the bottom, there are two links: 'Forgot your password?' and 'Account locked out?', each with a key icon and an upward arrow.

Username

A screenshot of the 'Log In' page for the Password field. It features a user icon, a 'Log In' title, a greeting 'Hello [name], enter your password to login' with a 'Change' link, a text input field labeled 'Password' with a lock icon on the right, and a black 'Login' button highlighted with a red rectangle. At the bottom, there are two links: 'Forgot your password?' and 'Account locked out?', each with a key icon and an upward arrow.

Password


2) You will get a welcome pop-up message to enroll, click on the green ‘Click here’ button. If you do not see the pop-up, click the “Enrollment” tab at the top of the page.

A screenshot of a welcome pop-up message. The title is 'Welcome! This portal offers you the power of password self-service!'. It includes a document icon and two bullet points: 'Password Reset: Securely reset your machine password without help desk assistance.' and 'Account Unlock: Unlock your account when you get locked out without help desk assistance.' At the bottom, it says 'Enroll now to enjoy these benefits!' followed by a green 'Click here' button, which is pointed to by a red arrow.

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- 3) This brings you to the Enrollment tab.
 - a. Choose 2 security questions from the drop-down lists and put in your answers.
These should be answers that will be difficult for someone to guess.
 - b. Be sure to remember exactly how you have entered your answers – They will need to be spelled exactly the same in the future, including spaces and capital letters.

Please enroll for the forced verification methods enabled for your account.

 Security Questions

Question :

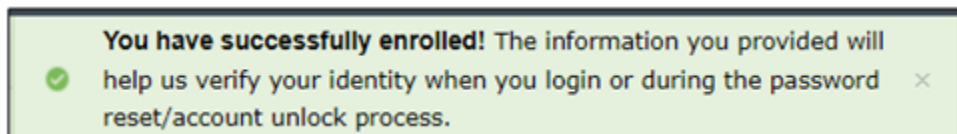
Question :

☒ Hide Answer(s)

- The minimum length of the answer(s) should be 3 characters and maximum allowed is 255 characters

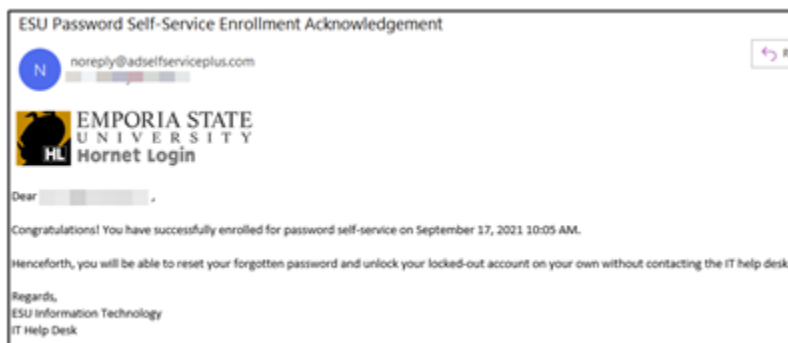
Step 1 of 2

- 4) You are now successfully enrolled.



- 5) You will receive an email acknowledging your enrollment.

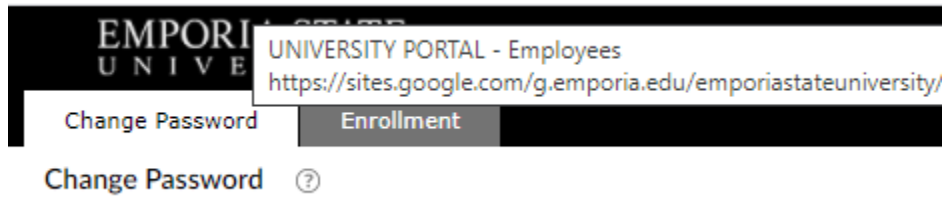
This email will go to your student email account



Student Account Set-Up

Change Your Password

Once you have enrolled in the Password Self-Service, choose the “Change Password” tab at the top



1) Enter your temporary password.

2) Type in and confirm a new password,

Make sure your new password meets the requirements!

* You will see a green checkmark next to each requirement that is met.*

A screenshot of the 'Change Password' form. It has three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. Below these fields is a list of requirements, each with a green checkmark indicating it is met. The requirements are: 'Must not contain 5 consecutive character(s) from your old password', 'Minimum length should be at least 10', 'Number of special characters to include 1', 'Must contain at least 1 upper case character(s)', 'Number of numerals to include 1', 'Must not be a palindrome', 'Must not contain any character more than 2 times consecutively', 'Must not have 5 consecutive character(s) from username', 'Must not contain restricted patterns', and 'Must contain at least 1 lower case character(s)'. At the bottom, there are two buttons: 'Change Password' and 'Cancel'.

REQUIREMENTS:

- Cannot contain 5 consecutive characters from your old password
- Cannot contain 5 consecutive characters from your username
- Must be at least 10 characters
- Must include at least 1 special character (such as \$ or ! or #)
- Must include at least one capital letter
- Must include at least one lower case letter
- Must include at least one number
- Cannot contain any character more than 2 times in a row
- Cannot contain sequential numbers
- Cannot be a palindrome

Student Account Set-Up

Student Account Access

Here is what you can access with your student username and password:

- | | |
|------------------------------------|---------------------------|
| - Student Email | - Zoom |
| - Online classes via Canvas | - Your Student Bill |
| - Student Employment Opportunities | - On-Campus Printing |
| - Residential Housing Application | - ESU Course Offerings |
| - Pre-Arrival Online Orientation | - Student Wellness Center |

Student Email Account

There are two ways to access your student email account:

- 1) You can access it from any Google website by clicking the Gmail link at the top of any Google page and entering your student account information.
- 2) You can access it from Hornet365, the ESU student resources portal:

<https://sites.google.com/g.emporia.edu/emporiastateuniversity/students>

***Chinese Students:** We are aware that the ESU student email will not work in China. For students in China, we will continue to use your personal email for communication until you arrive on campus.*

Pre-Arrival Online Orientation

The Office of International Education has [a website with useful information for International students](#).

This includes the [Pre-arrival Online Orientation](#) that you will need to complete before arrival.

Technical Support

If you have trouble logging into your account, please contact the IT (Information Technology) Help Desk:

Email: helpdesk@emporia.edu

Phone: +1-620-341-5555 OR +1-877-341-5555 (toll free)