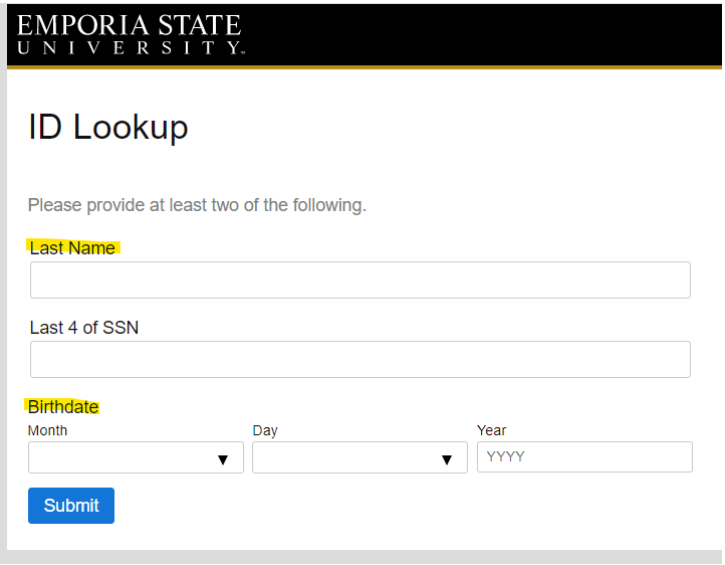
Student Account Set-Up

Username

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

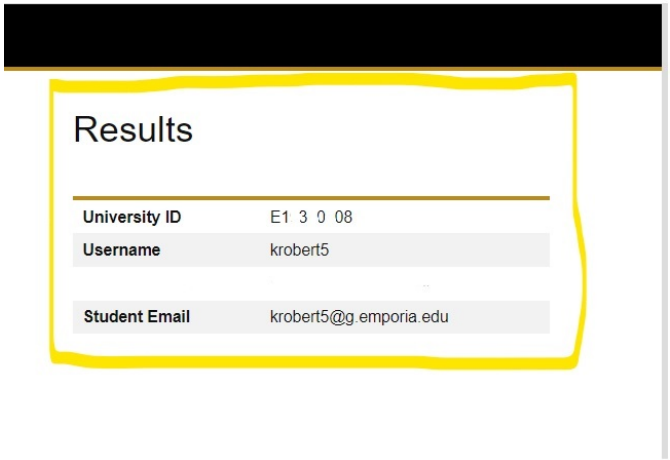
- Enter your **last name (surname/family name)**
- Enter your **birthday**



2) This website will show you your:

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

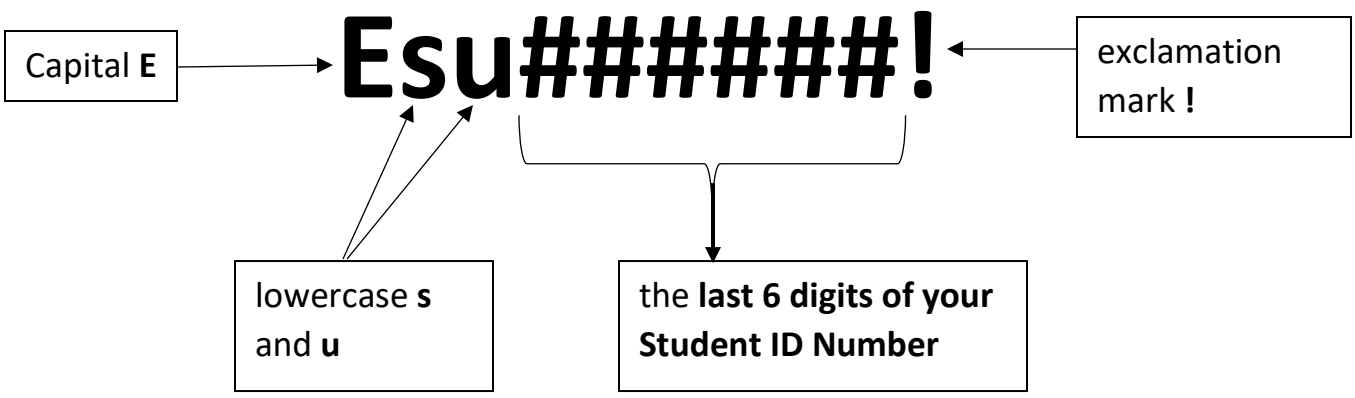
You will not have an employee address



Student Account Set-Up

Temporary Password

Your temporary password is in this format:



*For example, if your Student ID Number is E12345678,

then your temporary password will be **Esu345678!**

Student Account Set-Up

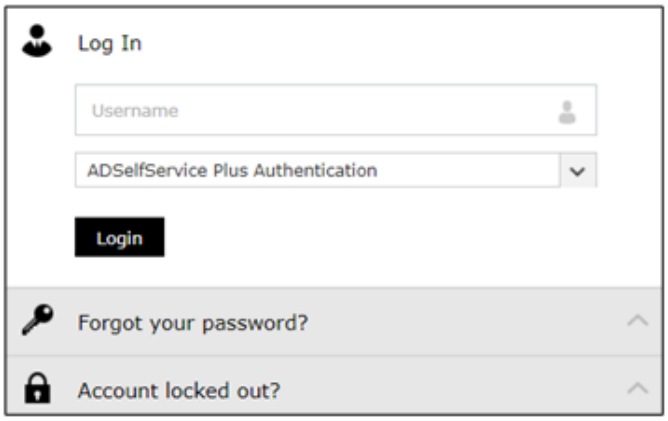
Password Self-Service

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.

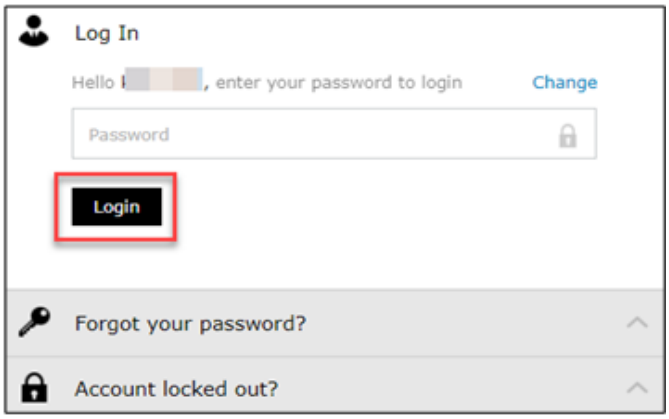
Steps:

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.*

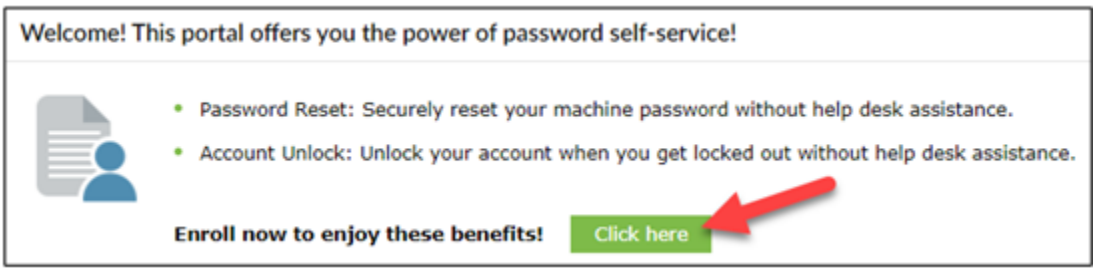


Username



Password

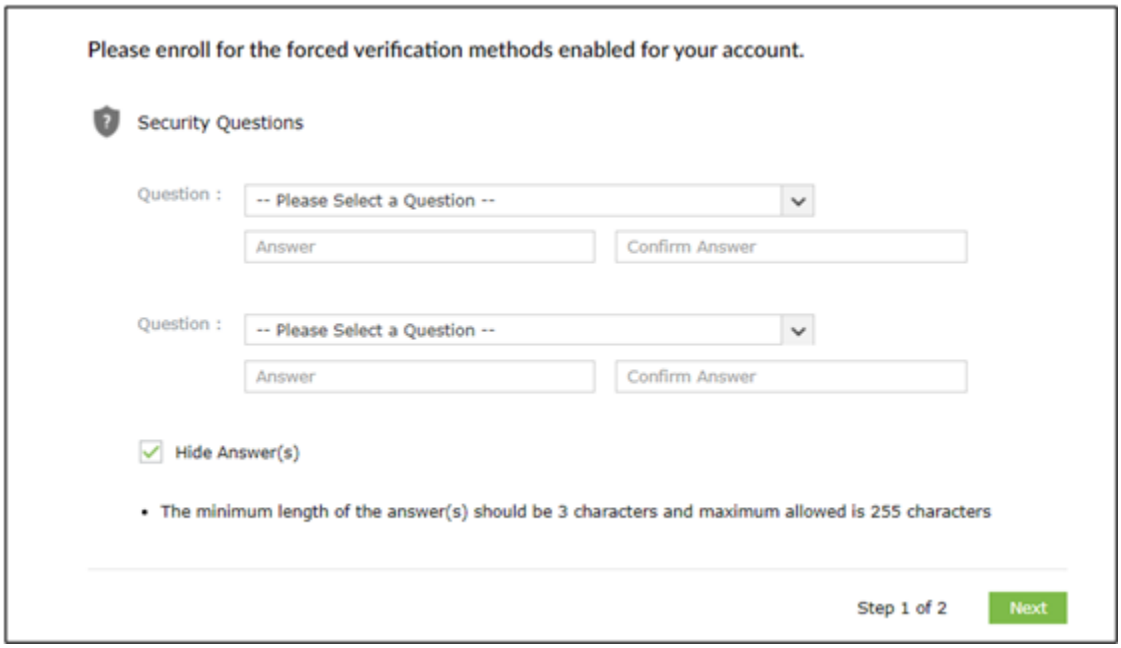
2) You will get a welcome pop-up message to enroll, click on the green 'Click here' button. If you do not see the pop-up, click the "Enrollment" tab at the top of the page.



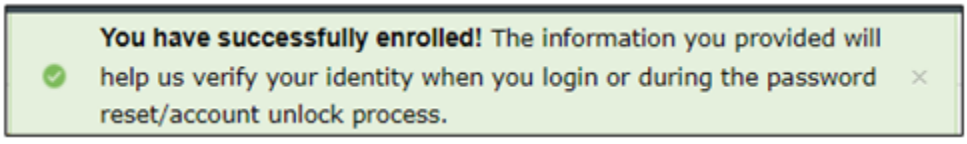
Student Account Set-Up

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.

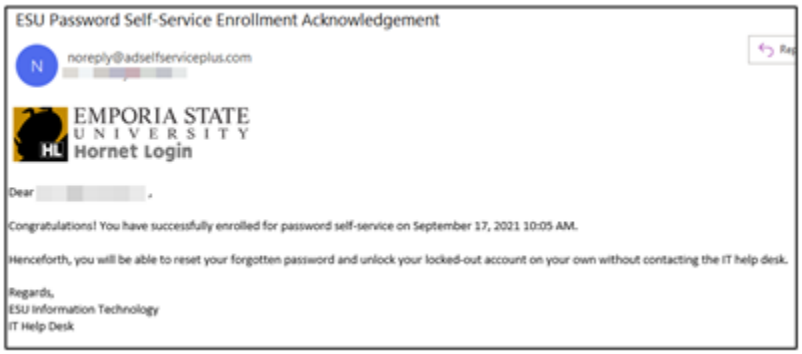


4) You are now successfully enrolled.



5) You will receive an email acknowledging your enrollment.

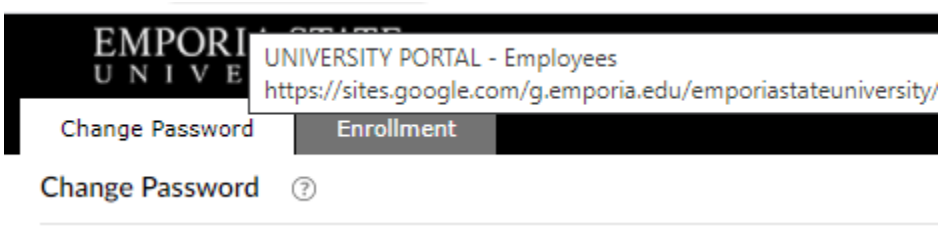
This email will go to your student email account



Student Account Set-Up

Change Your Password

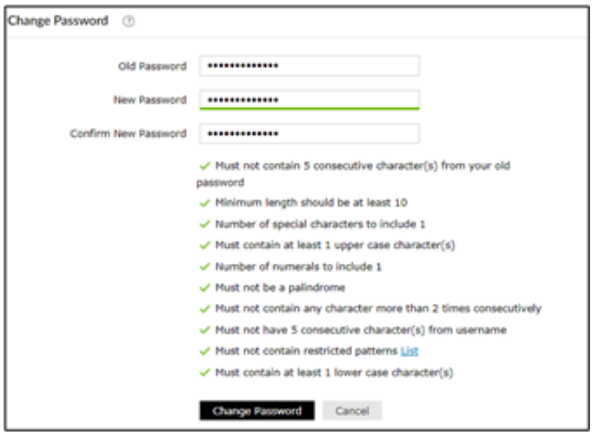
Once you have enrolled in the Password Self-Service, choose the “Change Password” tab at the top



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.*



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