

OSU STUDENT COMPUTING SYSTEMS

Students at Oklahoma State University are given access to three computing systems that manage academic and personal records, e-mail, and on-line classes. Each system stands alone and is administered independently. Information in the systems is synchronized nightly. It's important to know how and when to use each system.

The systems are:

- O-Key—OSU identity management and master password system (<http://okey.okstate.edu>).
- SIS—Academic records and related personal information system (<http://sis.okstate.edu>)
- D2L—(Desire 2 Learn) On-Line classroom system (<https://oc.okstate.edu/>).

Your Student ID

OSU issues an eight-digit ID number. It is commonly called a CWID (**C**ampus **W**ide **I**D) because the number functions as a student ID and if necessary, an employee ID. Your CWID does not change after leaving OSU. If you return to OSU for a 2nd degree or resume your education after any break in enrollment, you retain your original CWID.

CWIDs are assigned when your SIS record is created. If you don't know your CWID, use your social security number to access SIS. When you use your SSN, SIS displays a reminder page that contains your CWID. We recommend you use the CWID to reduce opportunity for a hacker to obtain your SSN.

When Do I Use O-Key?

Your O-Key account is an "access" account. It's used to access OSU computers, to read and send mail from your OSU email account, and provide a single login to many systems on campus, including SIS and D2L (Desire to Learn). O-Key contains personal and emergency information about you and allows you to reset or change your password at will. You will rarely login **to** O-Key, but often login to other systems **with** O-Key. That is, you'll use your O-Key e-mail address and password to access other systems. The most common reasons to login to O-key are to update your master records such as emergency voice and text contact information, or change your e-mail destination.

O-Key accounts are available to you 48 hours after you have been admitted to OSU. After activation, O-Key will remain available to you as long as you are a student at OSU. Your account is de-activated after three months of no enrollment, or one year after you receive your degree.

What is SIS?

SIS is the Student Information System. It contains anything related to your OSU academic record, including financial aid information, personal information (addresses and phone numbers), tuition and fee billing data, and your grades. It includes information about courses each term. You'll use SIS to:

- View and accept Financial Aid awards.
- Keep addresses and phone numbers for yourself, parents, and emergency contacts up-to-date.
- Plan your schedule and register for classes online (requires advisor consent).
- Print your class schedule.
- View an estimated bill when you enroll.
- Verify your enrollment for insurance or scholarships.
- Review your Bursar balance and pay by credit card. Parents may pay on-line, too!
- Receive your grades and view academic transcripts.
- Order an official academic transcript.
- Purchase OSU student ticket packages (fall term only).

The SIS (Student) home page contains links to systems and web pages you'll use regularly.

What is a PIN? Why Do I Need One?

PINs (**P**ersonal **I**dentification **N**umbers) may be used to access SIS prior to being admitted to OSU, during your OSU career, and after you have received your degree. Your PIN may be used to access SIS when O-Key is not available.

PINs are provided to ALL students. As students are added to the SIS database, PINs are automatically set to the student's birthday. For example, if your birthday is May 31, 1990, then your PIN is 053190. The first time you use your PIN, the system requires you to change it from your birthday to any other six-digit number.

What About Security?

As with any access code, you should protect your O-Key security answer and your SIS PIN as you would a credit card. PINs remain a part of your personal records for use whenever you need to add or drop classes, access your OSU academic information, provide updated addresses, or request academic transcripts.

You may change your PIN on-line whenever you feel it is necessary. OSU will not change your PIN for you. You may provide a written, signed request to the Registrar's Office to have your PIN reset to your birthday.

The O-Key system does not store a password nor does it display the answer to your challenge question. You should store your O-Key answer in a safe place. Don't write your CWID, SIS PIN and O-Key answer on a single piece of paper.

O-KEY

Activate your O-Key account

1. Go to <http://okey.okstate.edu>.
2. Select "O-Key Account Activation".
3. Complete the requested information, including letters from your name, part of your social security number or nine-digit OSU ID number, and your birthday. Click "Next".
4. Record your O-Key user name and store it in a safe place. Select "Continue".
5. Select a password. O-key will suggest several, or you may create your own. Your password may not contain any dictionary words and must include both upper and lower case letters and at least one number. It must be at least eight characters. When you have successfully created a password, select "Next".
6. Select a "Challenge Question". This will be stored as part of your security profile if you need to reset your password.
7. *Carefully* create an answer to the challenge question, and then re-type it for verification. Store this information in a safe place. If you do not remember the exact answer to the question, you will not be able to reset your O-Key password without assistance from the IT Help Desk. Click "Next".
8. Enter your contact information. You may enter a preferred first name or leave the box empty. If you want to publish your address in the OSU directory, check the "Publish" box. If the information is out-of-date, you may update it in SIS. It will automatically update in O-Key within 24 hours. Click "Next".
9. If desired, key a phone number to receive emergency voice mail or text messages. This information will be used to notify you of campus emergencies such as weather-related closings. If you selected an emergency text number, select the "carrier type" for that number. To test the text messaging system, check the box at the bottom of the page. Click "Next".
10. Select an e-mail address. You may choose any of the suggested addresses. Record the address you selected. You may need it to login to other systems. Click "Next".
11. Select your preferred e-mail box. To receive all mail from OSU in your O-Key e-mail box, select the radio button for "OSU Email System".
Optional: If you don't want to use your O-Key mail box, enter a forwarding address in the "new destination" box. Re-type it in the 2nd box, then click "Next".
Note: If you choose to forward your O-Key mail to a private account, any existing O-Key messages will be deleted. You will not be able to read your mail at <http://mail.okstate.edu>.
12. You may ask O-Key to send a message to your existing personal e-mail account when O-Key is activated. Enter that address if you want to receive a message. Click "Next".
13. When your personal profile page is displayed, verify the information you entered and make any needed corrections.
14. Record your O-Key Username and e-mail address and store them in a safe place.
15. Logout. The logout button is at the lower left in the black menu area.

Your O-Key account will be activated and you may use it as a master password within 30 minutes. A mailbox is created for you within four to six hours. If attempt to access the Student Information System (SIS) before O-key has completed its processing, SIS will notify you to activate your O-Key account. If this occurs, click the "activate my O-Key" button, then close the window and return to SIS to login. That will help synchronize the two accounts.

What if I Forget my O-Key Password?

Click the "Forgot your Password?" link below the O-Key login button and follow the instructions. If you experience problems, contact the IT Help Desk at 405-744-4357.

➤ The Registrar's Office or IRIM/SIS Production cannot reset your O-Key password.

How Do I Read my O-Key E-mail?

Go to <http://mail.okstate.edu>. If you have forwarded your mail to another address, you will not be able to read your mail at this address.

To login, use your O-Key e-mail address or user name, and your O-Key password.

STUDENT INFORMATION SYSTEM (SIS)

Note: For best results, expand your browser window to full size and adjust the text size to prevent data on the screen from “wrapping” because the screen is too small.

Use your eight-digit student ID (CWID) and SIS PIN, your SSN and SIS PIN, or your O-Key ID and password to login. If you activated your O-key account less than 24 hours before accessing SIS, you may be prompted to activate your O-key account again. Select “Activate My O-key Account”, then close that window and begin your SIS login again.

❖ Using O-Key to Access SIS:

1. Go to <http://sis.okstate.edu/>.
2. Select “Web for Students”.
3. Click “Login to Student Services”.
4. Enter your OSU e-mail address in the “O-Key e-mail address” box.
5. Type your O-Key password in the box.
6. Click “Login”.

Read the academic integrity policy. Select “I agree” to enter SIS.

❖ Using Your SID and PIN to Access SIS:

1. Go to <http://sis.okstate.edu/>.
2. Select “Web for Students”.
3. Click “Login to Student Services”.
4. Key your Student ID (CWID or SSN) and SIS PIN in their respective boxes. Click “Login”.

If you used your SSN as your login ID, SIS will display your CWID. Select “Continue”.

If displayed, read the academic integrity policy. Select “I agree” to enter SIS.

Additional Notes:

- ❖ Every 90 days, SIS requires you to verify your OSU e-mail account and US Postal Services addresses. It also requires you to read the Academic Integrity Policy.

❖ First Ever Login Using Your Social Security Number and SIS PIN:

1. Go to <http://sis.okstate.edu/>.
2. Select “Web for Students”.
3. Click “Login to Student Services”.
4. Key your social security number in the “Student ID” box (the 2nd login option).
5. Enter your six-digit birth date as your PIN. Click “Login”.
6. Key your birthday in the “Old PIN” box, then key a new six-digit PIN in the “New PIN” box. The new PIN cannot be your birthday.
7. Key the new PIN again to verify it.
8. Click “Submit”, then “Login”.
9. Key your social security number and new PIN in their respective boxes. Click “Login”.
10. Click “Activate My O-Key Account”.
11. Select “O-Key Account Activation” and follow the instructions. Allow 15 minutes to input the required information, select an e-mail address, create a challenge question, and create an O-Key password.

If you have not been admitted to OSU, steps 10 and 11 will not be required. If necessary, record your CWID for future purposes, then click “Continue”.

What if I Forget my SIS PIN?

Take a photo ID to Registrar Customer Services (324 Student Union, Stillwater Campus) or to Enrollment Services (1st floor Administration Building, Tulsa Campus) to have your PIN reset. PIN numbers will not be reset via phone. You may fax a request to 405-744-8426 or 918-594-8307, *attn: PIN Number Reset*. Include your **full legal name**, eight-digit **CWID number**, **photo ID**, and **signature**.

- Your PIN will be reset to your birthday within 24 hours. Allow additional time for weekend processing.
- IRIM/SIS Production and the IT Help Desk cannot reset your PIN.

Want More Information?

See the SIS Home Page at <http://sis.okstate.edu> for links to college home pages, administrative office home pages, IT pages, and advising offices.

Send e-mail to sis-dm@okstate.edu.

See <http://prodosu.okstate.edu/sis/SCHHELP.HTM> for enrollment assistance.

Check out the “Things you need to know” links on the SIS (Student) home page (<http://prodosu.okstate.edu>).

How do I Enroll?

Classes for new semesters are available on SIS one month before enrollment begins. Contact your advisor or student services office to schedule a meeting with your advisor and obtain a trial study form. Advisors may require students to schedule an appointment for an in-person meeting or allow meetings via phone, e-mail, or walk-in visits. Check your Registration Status in SIS for any potential problems.

STEP 1. Plan Your Schedule.

1. Go to the SIS Student Services Home Page (<http://prodosu.okstate.edu/>).
2. Click "Available courses".
3. Click "Lists OPEN sections only (FASTER)".
4. Highlight a Term from the drop-down menu. Click "Select".
5. Highlight a Department Name from the drop-down "Subject" list.
6. Use the boxes to select days, times, sessions, and class level. Click "Submit".
7. Use the generated list to find the course you want. Write down the course name, call number and meeting time(s) for the section that you want to take. The Trial Study form was designed for this.
8. Click "Select Another Search". Repeat steps 5-7 as necessary. Click "Exit" when you are finished.
 - You may use "List ALL open and closed sections" to identify closed sections of interest to you.
1. Choose a term and click "Select".
2. Highlight a subject from the drop down box. Click "Select".
3. Choose a course from the drop down box. Click "Select".
4. Record the course name, call number, and meeting time(s) for the section you want to take.
5. Click "Select Another Subject" or "Select Another Course".
6. Repeat as necessary. Click "Exit" when you have finished.

STEP 2. Meet With Your Advisor.

Undergraduates and first-time graduate students have an "Advising Hold" that must be cleared before students may enroll. During your meeting, your advisor will answer your questions and clear you to self-enroll on the appropriate day.

- Check the "When May I Enroll?" link on the SIS student home page to see an enrollment schedule. You may visit the "Drop and Add Classes" page of SIS to see your personal enroll date.
- Students who have been cleared to self-enroll may use the "Search and Enroll" function.

STEP 3. Enroll.

Login

1. Login to Student Services.
2. Check the term and change it if necessary:
 - Highlight "Term" on the navigation bar; click "Select Term" from the pull-down menu.
 - Click the link for the term you want.
3. Highlight "Registration" on the navigation bar; click "Drop and Add Classes" from the pull-down menu.

Add Classes

1. Enter the call numbers (from step 1) in the "Add Class" boxes.
2. Click "Submit".
3. Verify the information.
 - Was enrollment in all sections successful?
 - Did you select a variable credit course?
 - Variable credit courses are automatically set at one credit hour. SIS requires you to review the enrolled hours for any variable credit class.
 - Click "OK" to transfer to the variable credit options page.
 - Key the hours you want to take in the "Credit Hours" box; select "Submit".
 - Verify the credit hours.
 - Select "Go to Drop and Add Classes Page" to return to enrollment.

STEP 4. Print Your Schedule.

1. Highlight "Registration" on the navigation bar.
2. Click "Detailed Schedule" from the pull-down menu.
3. Click "Print Schedule".

Search and Enroll

- You must be cleared to self-enroll.
 - You must be logged in to Student Self-Service.
1. Highlight "Courses" from the navigation bar; click "Course Section Search" in the pull-down menu.
 2. Check the "Term" display just above the "Subject" box. Select a different term if necessary. Highlight "Term" in the navigation bar; click "Select Term". Click on the desired term link.
 3. Highlight a Department Name from the drop down "Subject" box.
 4. Click in the box(es) for the day(s) you want to search.
 5. Highlight a Start Time from the "Earliest Start Time" drop down box.
 6. Highlight a Start Time from the "Latest Start Time" drop down box.
 7. Highlight a "Session" from the drop-down box, if desired. For example, you may limit your search to the first eight week session of a regular term. "Normal Academic Term" does not display any courses that meet for less than sixteen weeks of the term.
 8. Highlight a Course Level from the "Level" drop down box.
 9. Click "Submit".
 10. Choose the course you want from the generated list.
 11. Click the link labeled "Enroll in <course name> now". Verify the course information and click "OK".
 12. If you selected a variable credit course, verify or update the credit hours as required.
 13. Verify that you are correctly enrolled by checking your "Currently Registered Classes" list on the drop/add page.
 14. Repeat as necessary.
 15. Print your schedule.

D2L (ON LINE CLASSROOM)

D2L is used by many professors to post syllabi, quizzes, tests, and homework assignments on the internet. They may use it to send messages to you. Some classes may include on-line discussions. You may take quizzes and tests, and submit your assignments online.

SIS updates D2L with enrollment information nightly. Course information is available one week before the class begins and may be accessed for two weeks after the class ends.

Use your O-key login to access D2L. For more information, go to the D2L home page at <http://oc.okstate.edu> and select the Student Help link.