



PREPARE FOR



YOUR NEXT STEP



FIRST THINGS FIRST

SET UP YOUR MYMSOE ACCOUNT

The Information Technology (IT) Department has created the account that you will use to log in to many of MSOE's systems, including your MSOE email account, *my.MSOE.edu* (where you register for classes and pay bills), and other campus systems. Follow the steps below to set up and access your account.

1

Find Your Username

To get started you will first need to look up your username, which is based on your first and last names. Go to *username.msoe.edu*. Type in your ID number (printed on your class schedule), your full first and last name and click the "Look Up" button.

2

Set Up Your Account Recovery Email Address

After you know your username, you will need to set up your recovery email address. This email address should be a non-msoe.edu email where we can send a one-time password to allow you to reset your password or unlock your account. To set up your recovery email, go to: *pwdreg.msoe.edu* and follow the instructions below:

- A. Enter your email address (which is your username with "@msoe.edu" at the end) in the login box.
- B. Enter your default password in the login box. For new accounts, your default password is **Msoe (only the "M" is capitalized)** followed by your **MSOE ID number (printed on your class schedule)** followed by **your birth date in MMDDYY format**. For example, if your ID number is 234234 and your birth date is 10/24/1990, then your default password is Msoe234234102490. Then click "Next."
- C. Enter your default password again and click "Next."
- D. Provide a recovery email address and click "Next."
- E. If your email address is successfully saved you will receive a message saying the process is complete. If not, it will tell you what additional information you need to provide.

3

Change Your Password

After you have set up your password security questions, you will need to change your password to something that you can remember. To change your password, go to: *pwd.msoe.edu* and follow the instructions below:

- A. Enter your email address (which is your username with "@msoe.edu" at the end) in the login box.
- B. You will be emailed a security code to your recovery email address. Provide this code and click "Next."
- C. Enter and confirm your new password. Your password must be at least 12 characters long. A link to the MSOE password guide is provided on the page with information on creating a secure password.
- D. If your new password meets the minimum requirements, you will receive a message that your password reset was successful and you are ready to log in.

4

Log in to my.MSOE.edu and check your email

Once you have found your username and set your new password, then you are ready to log on to *my.MSOE.edu* and your email account. *my.MSOE.edu* is where you'll go to access your student account information, check your grades, view bills, add or drop courses and more.

To log on to my.MSOE, go to: *my.msoe.edu*

To log on to your MSOE email, go to: *outlook.com/msoe.edu*

You will be prompted for your username and password.

Questions? If you have any questions or issues with your account or login information, please call (414) 277-7288 or (800) 332-6763 and ask to be transferred to the Helpdesk.



NOW IT'S TIME TO GET EXCITED FOR

WELCOME WEEK 2020



Move-in is
Thursday, Sept. 3, 2020
8 a.m.–8 p.m.*

** Check-in and laptop pick-up times
will be assigned at a later date.*

Commuter and Transfer Student Orientation

Friday, Sept. 4 at 5 p.m.

Reminder! Log on to my.msoe.edu to
find your roommate assignment and
plan your packing list!

Questions?

Contact the Wellness Center
(414) 277-7590
wellness@msoe.edu

Move-in information:
msoe.edu/move-in

Full Welcome Week schedule:
msoe.edu/welcomeweek



The Raider Return

MSOE plans to resume on-campus classes for the Fall Quarter. The health and safety of our students, faculty and staff are of the utmost concern. Precautions are being put into place through the guidance of the Milwaukee Health Department and the CDC. Updates on our Raider Return can be found at msoe.edu/raider-return so please check our webpage regularly to stay informed on our plans for fall.



FINALLY...^{ooo}

COMPLETE THE NEW STUDENT CHECKLIST AT MY.MSOE.EDU

REGISTRATION

- ☐ Register as a student at my.msoe.edu
- ☐ Set up your MSOE email account
- ☐ Submit a picture for your student ID card. Your Raider Card is more than an ID!
- ☐ Check your MSOE account for your Fall Class Schedule
- ☐ Review information for new students in your MSOE account

ACADEMICS

- ☐ Submit official final high school and/or college transcript(s)
- ☐ Submit AP/IB/PLTW transcript(s)
- ☐ Complete the Emergency Contact Information form
- ☐ Complete the Family Educational Rights & Privacy Act (FERPA) Non-Disclosure form (optional)
- ☐ Complete the Grade Release form (optional)
- ☐ Complete the Hometown Newspaper Release form (optional)
- ☐ Update your admission counselor with a permanent email address and/or home address

HOUSING/RESIDENCE LIFE

- ☐ Submit a Housing Application
- ☐ Check your MSOE account for your roommate assignment information
- ☐ Plan your packing list
- ☐ Review the Raider Plan

FINANCING YOUR EDUCATION/ FINANCIAL SERVICES

- ☐ Accept your Financial Aid Offer
- ☐ Complete the Federal Loan Process (if accepting loans)
- ☐ Complete a Scholarship Report form (optional)
- ☐ Complete the Financial Responsibility Acceptance form
- ☐ Complete a Release of Student Financial Information form (optional)

ADDITIONAL FORMS/INFORMATION

- ☐ Submit a Health Record form
- ☐ Register for RAVE Emergency Alerts at msoe.edu/rave
- ☐ Review your textbooks

Please note: the university's standard method of communication is through email to your MSOE email account. Please check this account regularly and respond accordingly.

Financial Aid Email Notifications

- Aid is added or removed from your account
- Loan funds are disbursed to your account
- Scholarships you qualify for are available
- Forms are incomplete or missing

Student Accounts Email Notifications

- Account statements
- Account refunds are processed and available
- Missing Financial Responsibility Acceptance form

Bill Due Dates for 2020–2021

- Fall Term–Sept. 21, 2020
- Winter Term–Dec. 14, 2020
- Spring Term–March 22, 2021



Parent To-Do List

- ☐ Check out the MSOE's Parent and Family web page. msoe.edu/parent-family
- ☐ Complete the Parent/Guardian form
- ☐ Subscribe to MSOE Proud, our newsletter, through the Parent and Family web page to stay current on campus happenings.
- ☐ Join us on campus for our fall family weekend of fun and exciting activities! More details will be coming to the web page and MSOE Proud soon.

Be a Celebrity in Your Hometown!

MSOE will send a news release to your hometown newspaper when you make the Dean's or Honors list, if you're involved in a student organization that wins a competition, when you graduate, etc. Give us your permission to send information out by completing this short form: msoe.edu/hometown-news (use your MSOE login and password) and you'll be on your way to becoming a hometown celebrity.

Resource Directory

Admission Office

Campus Center, CC-302
(414) 277-7200

Bookstore

Campus Center, Third Floor
(414) 277-7173
msoe.edu/bookstore

Financial Aid

Campus Center, CC-431
(414) 277-7223
finaid@msoe.edu

IT Help Desk

MyMSOE troubleshooting
Campus Center, Third Floor
(414) 277-7288

Public Safety

MLH Ground Floor
(414) 277-7169
Emergency: (414) 277-7159

Registrar's Office

Campus Center, CC-377
(414) 277-7215
registrar@msoe.edu

Residence Life

Campus Center, CC-345
(414) 277-7400

Student Accounts

Campus Center, CC-437
(414) 277-7130 or
(800) 886-6763
payments@msoe.edu

Dean of Students

Campus Center, CC-385
(414) 277-7225

Wellness Center

Counseling Services
Health Services
Student Accessibility Services
Support Advisors
Kern Center, K-254
(414) 277-7590

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