

New Student Quickstart Guide

Please contact the Computer Helpdesk at 614-253-3633 to activate your Ohio Dominican Account. Once you have activated your account, please complete the steps below to get started.

Username:

Password:

I. Enrolling in ODU's Online Password Reset Program: (Passwords expire every 120 Days)

- a. Double Click on **Internet Explorer**
- b. Go to <http://helpdesk.ohiodominican.edu/>
- c. Click **Password Reset**
- d. Click **ODU Password Reset**
- e. Click **Enroll Now**
- f. Type your **ODU Username** and **Temp Password**
- g. Select your **three personalized questions and answers**
- h. Click **Next**
- i. Click **Main Menu**

Now that you are enrolled ODU's Online Password Reset Program, please follow the steps to "II. Reset Your ODU Password"

II. Reset Your ODU Password (Please see reverse side for Password Requirements)

- a. Click **Reset Password**
- b. Type your **ODU Username**
- c. Click **Next**
- d. **Answer your personalized questions**
- e. Create a **new password**

Now that you have changed your password, please follow the steps "III. How to check your class schedule."

III. How to check your class schedule:

- a. Go to <http://oduonline.ohiodominican.edu>
- b. Click on the **Log In** link in the middle of the page.
- c. Log in with your **ODU Username** and **Password**
- d. Click on the **Students**
- e. Click on **My Class Schedule**
- f. Select the term you wish to see your schedule for, and then click submit

Now that you have checked your class schedule, please follow the steps "IV. How to check your e-mail account."

IV. How to check your e-mail...: from a Campus Computer:

a. **Double click the Microsoft Outlook** shortcut on the desktop. Or you can click Start, Programs, Microsoft Office, and then Microsoft Outlook.

from your Personal Computer:

Go to <http://webmail.ohiodominican.edu> . You will then log in with your ODU username and password.

V. How to find out what is happening on campus (MyODU):

- a. Go to <http://myodu.ohiodominican.edu>

You have now successfully completed the steps to enrolling in the password reset program, reset your password, checked your class schedule on ODU online, checked your e-mail, and found out what is happening around campus. If you have any questions in the future, please visit <http://helpdesk.ohiodominican.edu>, or call us at **614-253-3633**.

Password Requirements

To help keep your personal information safe, the University requires the following password standards.

- Password cannot contain your username
- Must be at least seven characters in length
- Must contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)
- Expires after 120 days
- Cannot use any of the last 3 password