

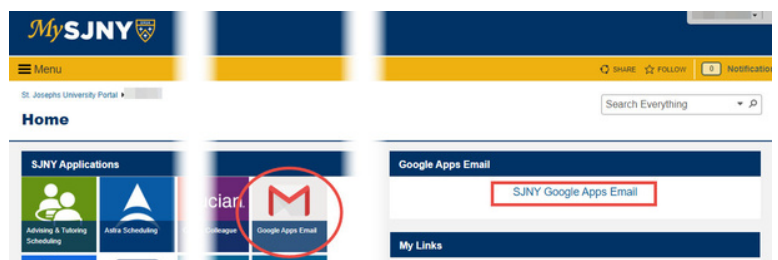


INFORMATION TECHNOLOGY SERVICES

Welcome Newsletter

ACTIVATE YOUR ST. JOSEPH'S ACCOUNT

- Navigate to my.sjny.edu
- Type in your SJNY Network ID in the Login box:
- Type in your Temporary Default Password, the initial of your first name in uppercase, the initial of your last name in lower case, followed by your six digit date of birth (MMDDYY). Please exclude any dashes or slashes. Example: If your name is John Doe, and DOB is February 6, 1916; then your default password is Jd020616
- Click the **Sign in** button
- You will be prompted to change your SJNY password.
- Enter your SJNY Email Address (SJNY Network ID @student.sjny.edu)
- The new password must meet the following criteria:
 - Must contain at least 8 characters
 - May not contain your username
 - Must meet at least 3 of the following character group requirements:
 - 1 uppercase letter
 - 1 lowercase letter
 - 1 digit
 - 1 special character
- Enroll in Password Reset Service - This service will allow you to reset your password in the event that you forget it. You will be required to select and answer 3 security questions during the enrollment process.
- Once you have successfully logged into the MySJNY portal, you will have access to your St. Joseph's Email by clicking on the SJNY Google Apps Email link on the right side of the screen.





CARRY ON LEARNING

Visit our Carry On Learning site (<https://carryon.sjny.edu/learn>) to help you transition to online, remote, or on campus learning. In the event of a school closure or your inability or your instructor's inability to attend class, communication with your instructors will be crucial for exploring alternatives for participating in their class.

Here are the top five things you may need to successfully participate in your courses: clear communications, internet and device access, knowledge of Canvas, familiarity with cloud resources, and a commitment to spend time in your online classes daily.



More info about Canvas is available on the MySJNY portal.