

Student Network/Banner Accounts

Information and Set-up Instructions

In order to login to the campus computers and email you must have your network account and password created. To do so you must following the instructions listed below...

1. How to Create your password:

- a. The password must be 7 characters or longer (only the first 7 are used so you must have all criteria met within the first 7 characters).
- b. The password must have both uppercase and lowercase letters.
- c. The password must contain digits and special characters (i.e. /,\$,#, number,etc.)
- d. The password cannot contain 3 or more consecutive letters of your username, last name, or first name.
 - i. Example of a password: *Yellow5*

2. How to Set up your network account and Password:

- a. The first thing you want to do is open your internet explorer to:
www.wou.edu/accountlookup
- b. Once there select the “set email & network password” option
- c. You will need to enter your SEVIS number found on your I-20/DS2019 beginning with N000... (Please keep this number confidential)
- d. Continue with the online instructions until you enter your password you created in step one.

Where are the computers?

Computers are available for student use throughout the campus, including Hamersly Library, Werner University Center (upstairs and downstairs), APSC first floor, and in the Residence Halls Computer Lab (2nd floor of the Landers lounge).

What is Banner? - The Banner system allows students to view all history made at WOU. Students are able to do the following:

- *Register for classes
- *View their class schedule
- *View their grades/transcripts
- *View all holds on account if any
- *Monitor fees added to your account each term and much more!

I need more help, please!!

If you have problems logging in or using the banner system, please see the office specialist in the International Students & Scholars Affairs Office.