

# Student Technology Reference Guide



## Morgan Network Account

(Used to Access Email, Blackboard, Campus Computers, and Morgan Wireless Networks)

**User Name:** The user name and password for your Morgan Network account can be used to log into (1) your Morgan e-mail account, (2) your Blackboard account, and (3) any computer or wireless network on campus. If you don't know your user name, perform the following steps:

1. Log into WebSIS.
2. Select "Personal Information."
3. Select "View E-Mail Addresses." Your user name is the portion prior to the "@" sign.

**Initial Password:** Your initial password begins with a capital letter using the first 3 letters of your first name, the last 4 digits of your student ID, and the last 3 letters of your last name. See the chart below for examples.

First Name	Last Name	Student ID	Password
Andre	Smith	12345678	And5678ith
Brittany	Wu	87654321	Bri4321wu
Al	Jones	99999999	Al9999nes

**Password Expiration Information:** Your Morgan Network password will expire every 180 days. When changing your password, remember that it must contain a minimum of 8 characters, which should include one capital letter and one number. You may not use any part of your first or last name.

**The "Reset my Password" Web Site:** This site requires a one-time, quick and easy setup of your security questions. Once your security questions have been created, you will be able to change your password or unlock your account on your own using this site. Follow the steps below to set up your security questions:

1. Visit <http://resetmypwd.morgan.edu> and select the "My Security Questions" link at the bottom, right-hand corner of the page.
2. Log in using your current Morgan Network user name and password and select "Logon."
3. Set up three security questions – two from the drop-down listing and one you create on your own.
4. Click the "Update" button and you're done! You can now self-manage your account.

**Change Your Password or Unlock Your Account:** If you have forgotten your Morgan Network password, need to change your Morgan Network password, or need to unlock your account, visit <http://resetmypwd.morgan.edu> and select the appropriate link to manage your account. If you have not set up your security questions using this website, you will not be able to self-manage your account. Instead, contact the Technology Training Services Hotline via text or voicemail at 443-267-8885 or contact the HELP Desk at 443-885-4357.

**E-mail:** To access your Morgan e-mail account, visit <http://mail.morgan.edu> or select the "WEBMAIL" link at the top at the top of the Morgan home page.

**Blackboard:** To access your Blackboard account, visit <https://morgan.blackboard.com> or select the “BLACKBOARD” link at the top of the Morgan home page. Contact any of the following Morgan Blackboard administrators for assistance with Blackboard:

- Karen Rubinstein – [karen.rubinstein@morgan.edu](mailto:karen.rubinstein@morgan.edu) (443-885-1103)
- Lavern Woodland – [lavern.woodland@morgan.edu](mailto:lavern.woodland@morgan.edu) (443-885-3504)
- Sabah Karam – [sabah.karam@morgan.edu](mailto:sabah.karam@morgan.edu) (443-885-4597)

### **HELP Desk** **443-885-HELP (4357)**

The HELP Desk is open Monday through Friday from 8:00 a.m. until 5:00 p.m. except on holidays and during University closures. Some of the student support services provided by the HELP desk include, but are not limited to the following:

- E-mail troubleshooting
- Network troubleshooting
- Residence life television and internet support
- Virus protection and removal (by appointment only)

### **WebSIS** **(Used for Registration and your Official University Business)**

Use WebSIS to register for classes, make online payments and view account information, view and update financial aid information, view grades, access academic transcripts, update personal information, etc. Access WebSIS from the link at the top of the Morgan home page ([www.morgan.edu](http://www.morgan.edu)).

**User ID:** If you don't know your 8-digit student ID, you may use your social security number without the dashes if you supplied it on your FAFSA or admissions application. Once you've logged in, perform the following steps to find your student ID:

1. After logging in to WebSIS, select the “Student” link.
2. Select the “Registration” link.
3. Select any link under the Registration menu. Your 8-digit student ID will display in center of the page (near the top) next to your name.

**PIN:** Your initial WebSIS PIN is your 6-digit date of birth (mmddyy).

**Tutorials:** You may access the general WebSIS tutorial or the Financial Aid WebSIS tutorial from the New Student Technology 411 page.

1. From Morgan's home page, select the “Current Students” link on the left hand side.
2. Select the “New Student Technology 411” link.
3. Next to the WebSIS link, select the tutorial(s) you wish to review.

**Help:** Undergraduates who experience login issues with WebSIS should contact the Office of Records and Registration at 443-885-3300. Graduate students should call the Graduate School at 443-885-3185.

### **Additional Morgan Technology Resources for Students**

For more information on technology-related resources for Morgan students, visit [www.morgan.edu/NewStudent411](http://www.morgan.edu/NewStudent411) to access the New Student Technology 411 Page.