This guide covers all of your student accounts, as well as how to login and change your password.

**APPLICANTS AND ADMITTED STUDENTS**

When you are first accepted to the University as an applicant, you are given your SU username and a temporary GullNet password. This is used to access GullNet prior to matriculation, when your SU account is activated and you are eligible to register for classes. During this time frame only, you will be able to have a new password sent to the email you designated on your application through the Trouble logging in? link on the left side of the GullNet logon page at http://gullnet.salisbury.edu.

**YOUR SU ACCOUNT AND PASSWORD**

Once your SU account is created (usually just before New Student Preview orientation) your SU account will be active for the following systems:

- **Network Logins** - campus computer and internet/network access.
- **SU Email**: [http://www.salisbury.edu/helpdesk/Email_Outlook_Exchange/](http://www.salisbury.edu/helpdesk/Email_Outlook_Exchange/) - Student email access. This requires the full email address.
- **GullNet**: [http://gullnet.salisbury.edu](http://gullnet.salisbury.edu) - our campus information and data system which includes academic and personal information.
- **MyClasses**: [http://myclasses.salisbury.edu](http://myclasses.salisbury.edu) - only if you have a class that uses MyClasses, our online course management system.
- **Gull Card**: [http://gullcard.salisbury.edu](http://gullcard.salisbury.edu) - your university ID and multi-function card.
- **MEEC**: [http://www.salisbury.edu/helpdesk/meec/](http://www.salisbury.edu/helpdesk/meec/) - discounted software from Kivuto Solutions
- **ABLE Internship Application**: [https://www2.salisbury.edu/able/app/login.asp](https://www2.salisbury.edu/able/app/login.asp) - for Perdue School students.

Your SU username will remain the same username you were using as an applicant prior to your SU account being created; however, your password will change. You will receive your new password at Orientation 101. You will be able to set your password using our **Password Assistance** webpage: [http://mypassword.salisbury.edu/](http://mypassword.salisbury.edu/). Non-degree students will have their account information emailed to their non-SU email address.

Once your SU account is active, you can no longer change your default email in GullNet.

As long as you are taking at least one class at Salisbury University, or have taken a class within the past 12 months, your SU account will be active. Also, a student who also has a faculty/staff account will only be able to register for classes and perform other student activities on his or her student account.

Your e-mail and GullNet accounts are removed 12 months after your last class at Salisbury University ends.

**YOUR EMAIL ADDRESS**

Your email address is `username@gulls.salisbury.edu`, where “username” is your SU username. You can access your email at [http://www.salisbury.edu/helpdesk/Email_Outlook_Exchange/](http://www.salisbury.edu/helpdesk/Email_Outlook_Exchange/).
CHANGING YOUR SU PASSWORD

You can change your password at the Password Assistance page: http://mypassword.salisbury.edu. Your password expires every 180 days, but you may need to change it sooner than that if you are experiencing issues, or if your password stops working. Once you change your password, you cannot change it again for 48 hours.

TO SET UP OR CHANGE YOUR PASSWORD RESET QUESTIONS

Go to http://mypassword.salisbury.edu and click Password Registration in the Initial Password Reset Registration section. This will allow you to set up or change the answers to the Password Reset questions. YOU MUST DO THIS AT LEAST ONCE IN ORDER TO BE ABLE TO USE THE PASSWORD RESET SYSTEM. You may change the answers to your question at any time using your full SU email address and current password.

TO CHANGE YOUR PASSWORD:

Go to http://mypassword.salisbury.edu and click Password Reset in the Forgotten or Expired Password/Change Your Password section under Faculty, Staff, Emeriti and Current Students. You will be presented with a series of challenge questions before being given the option to set a new password.

PASSWORD REQUIREMENTS

Your account password must meet the following requirements.

- Your password must be at least 8 characters in length. For Mac users, it must be exactly 8 characters.
- It must contain one number.
- It must contain one upper case character.
- It must contain one lower case letter.
- It cannot contain any part of your name or username.
- It cannot contain any part of your personal information, such as SSN, emplID, username, etc.
- It cannot be any previously used password.

If you get an error message, such as “the server is unwilling to process your request,” try again with a different password. We recommend using a word or phrase and a number, like Blackbird1.

GETTING HELP

For assistance with your SU username and password, please call the IT Help Desk at 410-677-5454 or stop into TE 113. Note for parents: The Family Educational Rights and Privacy Act (FERPA) limits the amount of assistance we can provide to anyone except the owner of the account (the student). For more information, visit http://www.salisbury.edu/registrar/Resources/FERPA/

For help with changing your password, call the IT Help Desk at 410-677-5454, stop into TE 113, or see the Getting Help section of the Password Assistance page: http://mypassword.salisbury.edu.