



Email | Computer Account Wi-Fi Login Instructions

New Users

Your first time to receive an email address, Wi-Fi or computer login credentials

To **ACCESS EMAIL** use one of the following links:

1. mvsu.edu → click EMAIL at top of page
2. mail.mvsu.edu
3. login.microsoftonline.com

To **SIGN IN**, follow the pattern below:

User ID: firstname.lastname@mvsu.edu

Temporary Password: Last Five Digits of University ID# + “@” + First Initial + Last Initial + “@” + Permanent Address Zip Code

Computer Lab Access:

To access a University Computer or use Wi-Fi, you must sign in and change the temporary password given.

1. Locate a University Lab Computer

User ID: firstname.lastname@mvsu.edu

Temporary Password: Last Five Digits of University ID# + “@” + First Initial + Last Initial + “@” + Permanent Address Zip Code

2. You will be prompted to change the password
3. Change the password

Please be sure capitalize the First Initial and Last Initial in the temp password

EXAMPLE:

Name: John Smith

ID #: 145256789

Permanent Address Zip Code: 68974

Username: John.Smith@mvsu.edu

Password: 56789@JS@68974

Wi-Fi Access:

After changing the password on a University Computer, use the established username and new password to log in to MVSU Wi-Fi.

Existing Users

You already have an email address, Wi-Fi or computer login credentials but cannot access your account

To obtain a **PASSWORD RESET**:

1. Email a request to helpdesk@mvsu.edu
2. Include your Name, University ID #, Personal Email Address and a Contact Phone Number in the body of the email
3. Allow 24 – 48 hours for your student verification process to complete