## 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

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### 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  
   **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

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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

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## 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

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## 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.