

## GETTING STARTED WITH TECHNOLOGY

Dear Student,

Welcome from Albany State University's Information Technology Services (ASU ITS) department. Please note the following:

**Ram ID:** 900xxxxxx

**Network id (example):** asustudent

**Email Address (example):** asustudent@students.asurams.edu

**Default password** **P@ssMMDDYY ex.(P@ss010117) (month month day day last two for the year of your birthdate).**

**Please see instructions below to access ASU Student Resources:**

1. **NETWORK ID.** Your Network ID is used to access Campus Computers, Wireless Access, Follow You Printing, the Housing Portal (StarRez), Student Email, GA View (Online Courses), and more. The Network ID is the first part of your student email before the @ symbol.
2. **ASU STUDENT E-MAIL account.** Albany State uses email as the official source for communication. Access your e-mail account right away to make sure you are on track. To access your student e-mail Go to <http://www.asurams.edu> and click on **STUDENTS> STUDENT EMAIL**. You can sign-in to your student e-mail account using your Network ID@students.asurams.edu username and password. **CHECK YOUR EMAIL EVERYDAY!**

### **Password Change**

Login <https://outlook.office365.com> with your email address (ex. [username@students.asurams.edu](mailto:username@students.asurams.edu)) and the password given in this email. You will be prompted to register security information to stay connected to your account if you have not already registered. Once logged in click the **gear symbol (settings tool)** in the top right corner. Click **Office 365** from the menu (down toward the bottom of the page). Click the **Security & privacy** and select **Change password**

### **Password Requirements**

New Password must have a minimum of 10 and maximum of 15 characters in length, and must include the following:

Capital Letter

Number (0-9)

Special Character

Lowercase Letter

**\*\*\*It cannot contain your name, birthdate, or social number)\*\*\***

ASU ITS HELPDESK is located in the JAMES PENDERGRAST MEMORIAL LIBRARY on the first floor East Campus or Technology (A) Building West Campus. Call **(229) 430-4909**  
Visit <http://helpdesk.asurams.edu> to submit a ticket using your Network ID and Password.

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- 3. BANNER WEB.** This online system is used to register for courses. It also provides you with an easy and secure method of accessing your student records and financial aid information. To access Banner Web Go to <http://www.asurams.edu> and click on **STUDENTS> BANNERWEB.** Login to the secure area using your RAM ID (**900xxxxxx**) for the User ID and use your birthday in a 6-digit format for the Pin **MMDDYY** ( month month day day last two for the year).
- 4. GA View (Online Courses)** Your GA View Account is used for accessing courses offered through the online Learning Management System. To access your Online Courses <http://www.asurams.edu> and click on **STUDENTS> GA View Online courses (Yellow highlighted block).** Login using your **Network ID and password.**
- 5. Housing Portal (StarRez)** This system is used to register for a dorm room, access your dorm information, your mailbox information, meal plan information, etc. To access My Housing Portal go to <http://www.asurams.edu> and click on Students > Housing > My Housing Portal. Login using your **Network ID and password.**

If you have any questions or require additional information, please contact the Albany State University ITS Helpdesk.

If you did not make this request, please also contact Albany State University ITS Helpdesk by calling 229-500-4357.