



## IT Helpdesk — Initial Account Setup

---

### [Set up your account here](#)

**Step 1:** Clicking the link above will present you with this screen. Please enter your SEU Email and click *Continue*.

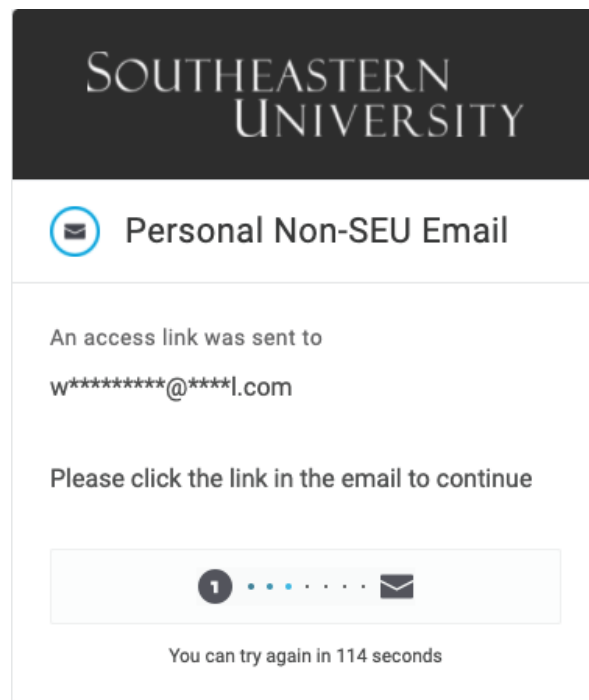
A screenshot of a web form titled "Reset Your Password" for Southeastern University. The form has a dark grey header with the university's name in white. Below the header, the title "Reset Your Password" is displayed. A paragraph of text instructs new students to enter their SEU email and click "Continue" to receive a password reset link. There is a text input field labeled "SEU Email" with a blue border. Below the input field is a prominent red button with the word "Continue" in white. At the bottom of the form, there are two links: "New Student Info" and "Back to Sign In", both in blue text.

**Step 2:** You will be asked to choose an authentication factor. The only factor available at this time is your Personal Non-SEU Email address, which you provided during the application process. Click on *Personal Non-SEU Email* to continue.



**Step 3:** After clicking *Personal Non-SEU Email*, you will receive an email (sent to the Personal Non-SEU Email address that you provided during the application process). You will see the following screen to verify where the email was sent.

This screen will remain until you click the link that was sent to your email. You have roughly two minutes to click the link in the email. **Do not close this browser window, as you will need to return to this screen to continue the process.**



**Step 4:** Below is an example of the email you will receive. Click the link to proceed.

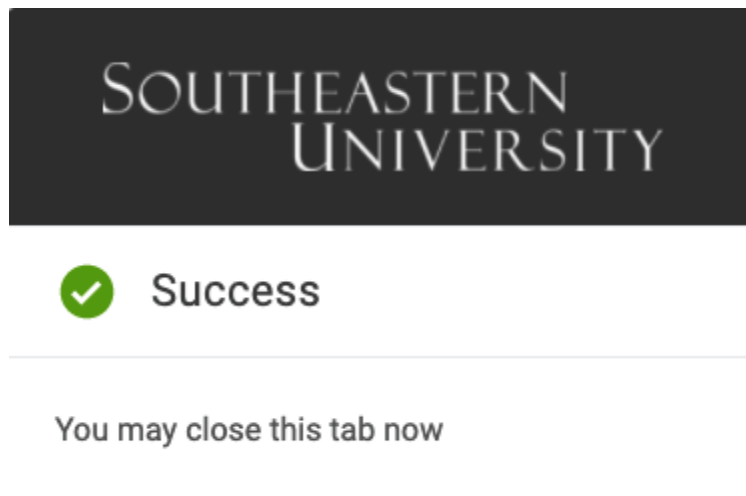
From: <[noreply@onelogin.com](mailto:noreply@onelogin.com)>  
Date: Wed, Oct 20, 2021, 10:18 AM  
Subject: Your OneLogin access link  
To: Robert White ·

To access OneLogin, click or tap the following link.

[Click here](#)

If you didn't request a OneLogin access link, please contact your administrator.

You should see the following screen after clicking the link. Once you do, you can safely close this browser tab and return to your initial browser tab from Step 3.



**Step 5:** In this step, you will set your 20-character SEU password. Please choose a password that meets the following criteria:

1. Minimum 20 characters
2. Maximum 128 characters

Once you enter a password, click *Submit*.

SOUTHEASTERN UNIVERSITY

### Change Password

New Password

[Show](#)

- Minimum 20 characters
- Maximum 128 characters

[Cancel](#)

[Submit](#)

**Step 6:** Once you have successfully set your password, enter your SEU email address and click *Continue*.

SOUTHEASTERN UNIVERSITY

Your password has been updated


Remember me

[Continue](#)

[New Student Info](#) | [Forgot Password](#)

| [Help](#)

**Step 7:** Then, enter the password that you just set up and click *Continue*.



SEU Email

[Not you?](#)

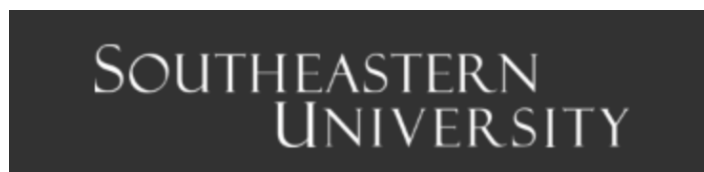
Password

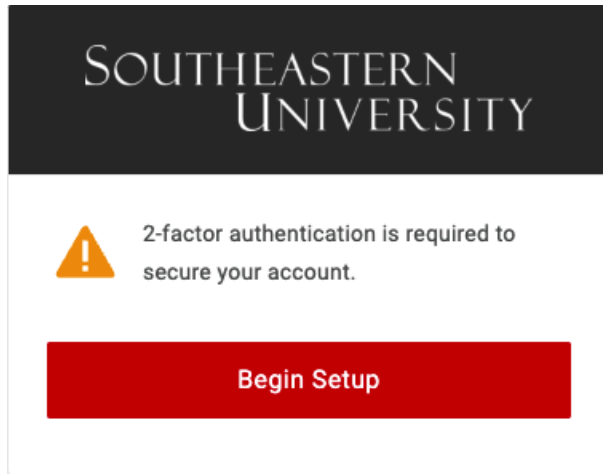
Keep me signed in

[Continue](#)

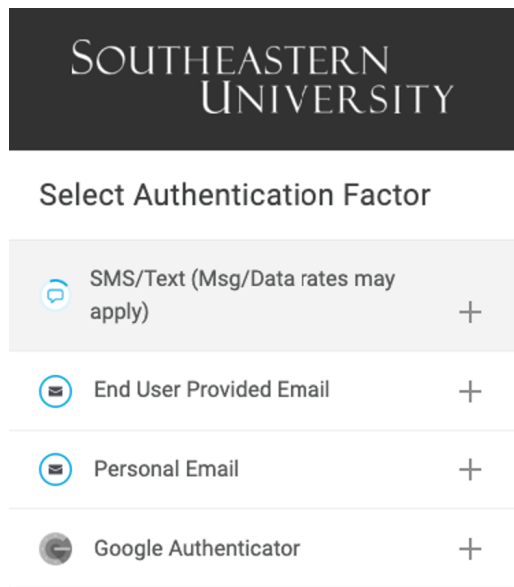
[New Student Info](#) | [Forgot Password](#)  
| [Help](#)

**Choose "Begin Setup"**





Select the Authentication Factor you would like to use. (DO NOT CHOOSE PERSONAL E-MAIL)



**SMS/Text - Sends a numeric code to the phone number you supply**

[Click here for SMS/TEXT Opt-in/Opt-out information](#)

**End User Provided E-mail - Sends a link to a personal (NOT SEU) e-mail address you provide**

**Personal E-mail - DO NOT USE**

**Google Authenticator - Provides a numeric code to enter into your browser**

**After Choosing Authentication Factor follow the prompts to configure your choice.**

**Step 8:** You will then be asked to select your security questions and provide the answers. This will be used in the future when your password expires. Select questions that have answers you will readily remember. Click *Submit* at the bottom of the screen when finished.

#### Register Security Questions

Required Questions	If there is a problem with your account, this information will make it easier for you to log back in. <b>Tips for your answers to the security questions:</b>
<p>Question 1</p> <p>What was the name of your kindergarten teacher? <input type="text"/></p>	<ul style="list-style-type: none"><li>• Do not use the same answer for multiple questions.</li><li>• Do not use a password as an answer.</li><li>• Answer a minimum of 5 questions.</li><li>• Answers are not case-sensitive.</li><li>• Special characters such as @#&amp;*. will be ignored</li><li>• Do not share your questions and answers with anyone.</li><li>• Blank answers will not be accepted</li></ul>
<p>Question 2</p> <p>What was the last name of your first grade teacher? <input type="text"/></p>	
<p>Question 3</p> <p>What is your oldest sibling's middle name? <input type="text"/></p>	
<p>Question 4</p> <p>What month is your father's birthday? <input type="text"/></p>	
<p>Question 5</p> <p>What month is your mother's birthday? <input type="text"/></p>	











**Step 9:** Now you have successfully set up your SEU password. You will be taken to your SEU Dashboard as shown below.

SOUTHEASTERN UNIVERSITY

DS Derek

Search

Frequents Company: SEU

 Change of Status	 Financial Aid Portal	 Help Desk Portal	 JICS	 MyFire
 MySEU	 SEU Email	 SEU.EDU Website	 Steelman Library	 Student Finances

Next, continue the setup process by setting up your preferred Multi-Factor Authentication.