

How Do I Check My SWU Student E-mail?

To access your Southern Wesleyan University e-mail, follow these steps:

- ♦ Go to <http://www.swu.edu> (then click on “E-mail Login” link in the left hand menu).
- ♦ When the next page loads, click on *Students*.
- ♦ A box should appear with a place to type a Username and Password.
- ♦ Your username and password are exactly the same as your user name and password that you use to login to computers at your learning center.
 - Your *default User ID* is your “PreferredName.LastName” (ex: john.doe).
 - Your *default Password* is the last five digits of your SSN.
 - If you have changed your password for e-mail OR your network login (to access the computers at the learning center), both passwords will be changed.
- ♦ Your e-mail address is first.lastname@mail.swu.edu (ex: john.doe@mail.swu.edu).

How Do I Access MyCampus?

To login to MyCampus, follow these steps:

- ♦ Go to <https://mycampus.swu.edu/ics> OR visit www.swu.edu and click on the link to MyCampus in the left hand menu.
- ♦ Your MyCampus **User ID** is your Student ID Number.
- ♦ Your MyCampus *default Password* is the last five digits of your Social Security Number.
 - This password may be different if you have ever changed your password on the *Personal Information* page in MyCampus, or if you have clicked the button that says you have forgotten your password. If you click the button that says you have forgotten your password, your new password will be e-mailed to you, probably to your SWU Student e-mail account.

How Do I Check My Grade Report?

To access your Grade Report, follow these steps:

- ♦ Login to MyCampus using the steps above.
- ♦ Under the *Quick Links* section, click on *Grades and Reports*.
- ♦ In the *Grade Reports* section, select the appropriate term; make sure you click on an **AGS** term (example: *2008-09 Acad Year - AGS Spring*).
- ♦ Click *View Final Grade Report*.
- ♦ To access a printable version of your grade report, scroll down to the bottom of the page and click on (*Print SWU Grade Report*).

Please note: To access an **Unofficial Transcript**, click on *Grades and Reports*. In the *Unofficial Transcript* section, click *View Unofficial Transcript*. To access a printable version of your unofficial transcript, scroll down to the bottom of the page and click on *Custom Transcript*.

How Do I Access My Student Account?

To access your Student Account, follow these steps:

- ♦ Login to MyCampus using the steps above.
- ♦ Click on the *Students* tab, click on *Student Accounts*.
- ♦ In the *Student Accounts* section, click on *My Account Balances*.
- ♦ Click on the \$ amount due to see a detailed transaction history for your account.
- ♦ To make a payment on your account, scroll down to the bottom of the page and click on *Make a Payment* and enter the amount to pay. Click on *Submit*.
- ♦ From here you can select *Credit* or *Card E-Check* and fill out the information for the payment and click on *Continue*.

If you encounter problems, please contact Information Technology at techsupport@swu.edu or call 1-800-289-1292 x. 5050. Have your student ID number available when you call.