

Activating your OSU Username and Computer Account

In order to have access to Ohio State computer labs, you need to set up your OSU Internet Username and register with the College of Humanities.

Note that you can access the following websites at public computing sites.

First, you will need to learn your OSU Internet Username and e-mail account. You do this by using the address below to take you to OSU Account Management:

<https://acctmgt.service.ohio-state.edu/>

1. Click on the “OSU Internet User Name” tab at the top left.
2. On the next screen, click on "Activate Account" the second tab from for left.
3. Follow the Instructions on activating OSU email account. You will just need to give them your SSN (sorry about that) and birthday (if you have been previously enrolled at OSU you might be able to use some of the other information they suggest, such as Buck-Id number [you may already have an Internet Username, for that matter])

You will be assigned an internet user name that takes the form of < Lastname.# > .

With that information there is just one more, brief form to fill out to activate your Humanities computer account.

Type this address into your browser:

<http://his.osu.edu/service/default.cfm>

This takes you to the “Support Services” page of the Humanities Information Systems website. Look on the left side of the page under “Quick Links” for “Account Request.” Click on that link.

A short form will be revealed for you to fill out.

In the section on “College Information”, check Yes you are in the College of Humanities. Choose Department of History from the dropdown menu. Under Room, type “106.” Then Choose “Dulles Hall” from the dropdown building menu. For status choose “Graduate Student.” For computer type, choose PC.

You will be sent a confirmation at your OSU e-mail account.

Note that the College will verify your status by contacting the Fiscal and Personnel Officer in the History Department. She has your names already. I am giving you this information now so that you can do this in the next couple of weeks BEFORE THE SUMMER INSTITUTE.

It should only take a couple of minutes—it is easier to do than to describe.

Once you have activated you OSU e-mail, you can check that by going to the OSU homepage.

On the top of the page in the grey bar you will see “Webmail” at the right. Click on that, enter Internet Username and the password you created above and you can access your OSU e-mail from any computer—at home or at a public computing site.