

## How to activate your NetID and create a password:

### **STEP 1: Activate your NetID, or if you don't know your KSU ID# or NetID:**

- Go to KSU's homepage, [www.kennesaw.edu](http://www.kennesaw.edu)
- In the black bar at the top of the page, click on "MyKSU"
- In Quick Links box at the top right of the page, click on "KSU# or NetID Lookup."
- Fill in the required information and you will be taken to a screen that shows your KSU ID# (in red) and netID (in blue). You will be given the following instructions to create an initial password.

**Your initial password will be your KSU#, plus the last 4 digits of your SSN, plus .KSU  
(For example, 123456789555.KSU)**

***KSU must be in ALL CAPS.***

- Click on the button that says "Click Here to Activate NetID."

### **STEP 2: Once you know your KSU ID# and have activated your NetID, set up a permanent password:**

- Go to [NetID.kennesaw.edu](http://NetID.kennesaw.edu).
- Type in your NetID and initial password. You will be directed to change your password. ***Write down your password!*** You will need this to log in to Owl Express to sign up for an advising session, to register for classes, and to access your KSU email account.

### **To access your KSU e-mail log-in page**

Shortcut: go to [auth.kennesaw.edu](http://auth.kennesaw.edu).

Or, go to [www.kennesaw.edu](http://www.kennesaw.edu), then **MyKSU**, then under Student Email, choose login for Kennesaw campus.

**For help with any technology issues, call the KSU Student Technology Helpline at 470-578-3555.**