

## **Congratulations!**

You are officially a member of the Eagle family here at Oklahoma Wesleyan University! Your myOKWU Login has been created. Everything starts with the OKWU Student Portal which contains a number of sites that you will use.

Your username is (not case sensitive): FirstName.Lastname

Your OKWU email is: FirstName.Lastname@okwustudents.edu

## To access the OKWU Student Portal:

- 1. Go to https://portal.okwu.edu
- 2. Click on "Forgot Password"
- 3. Enter the Username listed above, then click Submit
- 4. Locate one time passcode (options are SMS or Email)
- Enter the security code sent via SMS or Email (Click "Problems with this authentication options?" for alternative authentication options)
- 6. In the space provided create your new password\*, then click Continue. \*Your password must meet the requirements listed below:
  - Must be AT LEAST twelve (12) characters
  - Contain at least one uppercase letter (A through Z)
  - Contain at least one lowercase letter (a through z)
  - Contain at least one number (0-9)
  - Contain at least one special character (ex. !, @, \$)
  - Your password may not contain any parts of your name
  - Your password cannot contain the following < & #</li>
  - Users must reset their password every 180 days
- 7. Once your password has been successfully updated, log in using your new password.

If you have questions or run into issues, please email <a href="mailto:support@okwu.edu">support@okwu.edu</a> or call 918.335.6233

## Welcome to the OKWU Family!

IT Support Information Technology <u>support@okwu.edu</u> 918.335.6233

