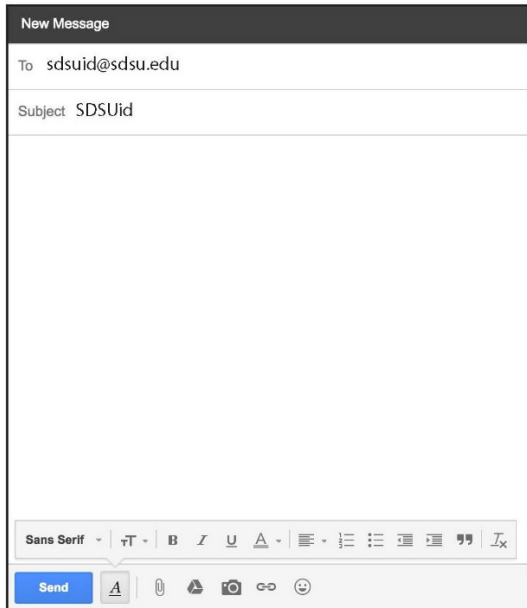


SDSUid Account Activation Instructions for Faculty/Staff

Step 1: Send Email

To request your SDSUid activation information, you must send an email from your work **SDSU E-mail** account (e.g. jdoe@mail.sdsu.edu) addressed as follows: **To:** sdsuid@sdsu.edu and with the **Subject:** SDSUid

See example below:



Alert! In this step, it is important that you use your sdsu.edu work email (e.g. jdoe@mail.sdsu.edu or jdoe@sdsu.edu). Otherwise you might not receive an activation e-mail reply (see Step 2's sample email reply).

Trouble accessing your sdsu work email?

- SDSU Email Self-Help <https://azteclinkweb.sdsu.edu/apex/f?p=103:1>
- SDSU Imperial Valley contact: (760)768-5532 or SDSU (619) 594-5261 Mon-Fri 9 a.m. to 4 p.m

Step 2: Receive Email

You should be receiving and an email from DoNotReplyIDM@mail.sdsu.edu within 15-45 minutes. A sample email of what you can expect to receive is below:

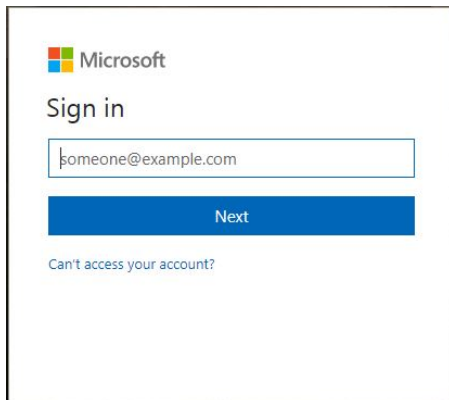



Your SDSUid account is ready for you!

- SDSUid: jdoe@sdsu.edu
- Temporary Activation Code: 6787158d\$d - *Sample only, use Temp Activation Code included in email.*

Step 3: Activate your account

To activate your account visit <https://portal.office.com>.



- Enter your SDSUId ,click next, then enter the temporary activation code and follow the prompts.
- To change your password: Go to Settings  > Password

Passwords must be at least **10** characters and include at least 1 character from 3 of these four sets: numeric, upper case, lower case, and special characters.

If you need help or would like more information about SDSUId, visit <http://sdsuid.sdsu.edu>. This message was sent from an unmonitored email address. Please do not reply to this message.

Need Assistance?

<http://it.sdsu.edu/sdsuid/faculty-staff-activation.aspx>

Videos on how to activate and manage your SDSUId can be found at:

[How Faculty/Staff can claim their SDSUId](#)

[How you can can change your SDSUId password and security settings](#)

Need help with SDSUId? [Faculty/Staff](#)

Assistance is also available at [619-594-7343](tel:619-594-7343) during normal University working hours.