Registration Information and Email Access for New Students
Fall Semester 2013

1. Registration and Payment of Fees
All students must register to have access to campus facilities.

   o By August 27, students should have received information about registration from their programs. Program staff will enter your schedule into OPUS (the software Emory uses to track student information). Students should contact their programs if they need assistance or additional information.

   o To complete your registration, you must pay any tuition or fees not covered by merit award at the Office of Student Financial Services, located in the Boisfeulet Jones Center. If payments are not made by the August 27 deadline, (a) your registration may be cancelled and (b) you may be charged a $150 late registration fee.

   o September 4 is the last day for approved schedule changes. Students who do not complete registration on August 27 must confirm their schedules with their programs and complete their registration by paying any tuition and fees no later than 4:00 pm, September 4.

2. Connect to Emory Email Today!
Your Emory email is your official email address. All Emory emails will be sent to that address, and you are responsible for monitoring it. The address is active now. You need to access it as soon as possible.

   o Step 1: Retrieve your Network ID (if you have not already done so)
Go to www.emory.edu/ITD/newid.html. You will be asked for your birth date and social security number (if you do not have a social security number, you will be asked for your birth date and home email address). If you still have trouble retrieving your ID, call the UTS Service Desk at 404.727.7777 for information on how to proceed. For general info and guidelines on NetIDs and passwords: www.it.emory.edu/netid.

   o Step 2: Change your Password
After you get your Network ID and initial password, please change your password to something secure that you will remember. If you have already been using your Network ID to access OPUS, you must change your password for your Network ID in order to log in to LearnLink, the Student Community (email, IM, Conferences).

Go to http://enid.emory.edu/myaccount to change your password to something secure that you will remember. Emory guidelines suggest a password of at least eight characters, one of which must be a number. From this web page you will also be able to sign up for self-service password reset, which will allow you to reset your password in the future after answering a number of security questions of your own choosing.

   o Step 3: Access your Emory Email
Official University correspondence will be sent to your Emory email address, the format for which is NetID@emory.edu. Your Emory email can be accessed via any web browser at http://email.emory.edu. Use your Emory Network ID as the username and your password to login. Your mailbox will be ready and waiting along with collaborative calendaring and the Lync IM feature.

Login: http://email.emory.edu

Support Documents: http://it.emory.edu/Office365

If you run into problems with your Network ID, password, or email access, contact the University Service Desk at 404-727-7777.

Once you arrive on campus, you can always find hands-on IT support in the Student Technology Support office located in Cox Hall.
Emory email account regularly and watch for important messages from us and from others here at Emory.

3. **Connect to OPUS – the student information system**
OPUS is Emory's online database used for student information and more. You will use OPUS a great deal -- for registration, financial information, transcripts, and so on. This is also where we track your address information: when you move here, you should update your address in OPUS.

You log in to OPUS using your Emory Network ID, the same one you use for email. Go to this page: [https://saprod9.emory.edu/psp/saprod9/index.html](https://saprod9.emory.edu/psp/saprod9/index.html).