

MyWashburn Policies and Procedures

Accounts

Washburn University assigns MyWashburn accounts to an employee when hired by the university or to a student when admitted to the university.

- There is one MyWashburn account per individual.
- A MyWashburn account is for use ONLY by the individual to whom it is assigned.
- E-mail account information is the same as MyWashburn account information.
- To retrieve account information for the first time OR to reset account information in the case of forgotten passwords, use the online forms available at my.washburn.edu.

Acceptable Use Policy

Users of MyWashburn must comply with the ISS policy for acceptable use of computing resources. ISS General Policies Quick Facts are available at Bennett 104 or at

www.washburn.edu/iss/docs/qfl.policies.pdf

The General Policies Quick Facts outlines the consequences of noncompliance with the policy.

Account De-activations

After multiple unsuccessful login tries, an account is disabled. To reactivate the account, select the "Reset Password/Enable Account" link.

Washburn University de-activates a faculty/staff MyWashburn account upon termination of employment with the university.

MyWashburn accounts for students remain active for ONE fall or spring semester after graduation or separation from the university.

Passwords

Security is important to protect e-mail and calendar entries and university data accessed through MyWashburn.

- Passwords must change every 180 days to a new password.

- Passwords must contain at least one alpha and one numeric digit.
- Password may be from 6 – 20 characters long.

Change your password at any time through the **My Account** link on the left of the MyWashburn navigation bar. Do NOT share your MyWashburn password with anyone else.

MyWashburn User Name Changes

If an individual changes his/her name legally and contacts the appropriate university office to record this name change, the individual's MyWashburn user name will change accordingly.

Contact the following offices for additional information:

Students	Registrar's Office
Faculty	VPAA Office
Staff	Human Resources Office

E-mail Quotas

E-mail quotas for students are set at 10 megabytes. Users will receive a warning when their mail storage is over 90% of the quota. E-mail in the trash folder will count against the quota.

Groups Policy/Procedures

Policies and procedures exist for both restricted and public MyWashburn groups.

To view these policies, log in to MyWashburn. After selecting the Groups icon, select Groups Policy or Membership Policy at the bottom of the Groups Index page.

Content Policy/Procedures

Policies and procedures related to targeted announcements and contribution to the "channels" available in MyWashburn appear in the "MyWashburn Content Contribution" document on the Support tab of MyWashburn.

Please turn the page to get started with MyWashburn!

MyWashburn – Getting Started!

Welcome to MyWashburn! We offer this Getting Started Guide to make your first experience with MyWashburn more enjoyable.

Log in to MyWashburn

1. Open a browser window. (It is best to open a MyWashburn session in a new window, leaving another window for browsing the Web.)
2. At the address, location or netsite line, enter **http://my.washburn.edu/**
3. If you do not have your account information, select the “Retrieve Account Information” link on the right side of the login page.
4. Locate the Secure Access Login section of the login page.
5. Enter your User Name and Password.
6. Select **Login**.
Read the rules for naming passwords presented to you on the screen.
7. Enter a new password twice in the boxes provided.
8. Select **Save Changes**.

Contact **support@washburn.edu** or call (785)670-3000 from off-campus or ext. 3000 on-campus for assistance with logging in to MyWashburn.

Set your Timeout Option

1. Select the **My Account** link on the upper left.
2. Select **Timeout**.
By default, the system will log you out after 15 minutes of inactivity. If you are accessing MyWashburn from a public lab setting, this setting makes it less likely that someone will access your account if you accidentally forget to log out.
3. If you would like to change this setting, choose your new timeout setting from the pull-down list and select **OK**.

Review the MyWashburn Navigation Bar

The MyWashburn navigation bar remains on the screen as you navigate through the various tabs in MyWashburn. What tabs you see and the content on the tabs is determined by your “role.” Roles include faculty, employee and student.

Directory Information

Students should review information about opting out of the printed campus directory. This information is available on the **Students** tab of MyWashburn.

Faculty/staff should review information published in the printed campus directory and the online faculty/staff directory. This information appears on the **Employees** tab of MyWashburn.

Customize your Content

1. MyWashburn provides the ability to customize the layout of the channels on each of the tabs.
2. Select the Content/Layout link in the upper left corner.
3. Follow the directions provided to move, add or delete channels
4. **Certain channels may not be moved or deleted** due to the nature and importance of their content.
5. Select the “Back to tab” link in the upper left when finished.

Do not forget to log out!

Use the Logout button at the top right of the screen to end your MyWashburn session.

Forget your password?

You may request that your password be reset to your initial password through the “Forget Your Password?” link available at **my.washburn.edu** .

Need Additional Assistance?

1. Choose the **Support** tab for additional assistance via a tutorial.
2. Contact the Technology Support Center by e-mail at **support@washburn.edu** or call (785)670-3000 from off-campus or ext. 3000 on-campus.

Please turn the page to see MyWashburn Policies and Procedures.