# myUSI Account Activation Directions – 2025-26 Edition

Every college or university has a student portal that permits access to email, library databases, grades, transcript requests, and more. USI's student portal is known as **myUSI**, and as a CAP student, you are encouraged to activate this account and use it.

1. Visit https://portal.usi.edu or click the myUSI link at the top right of any USI web page:
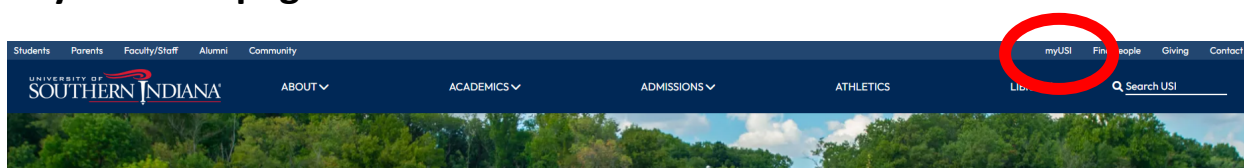
2. Click "Activate Account."
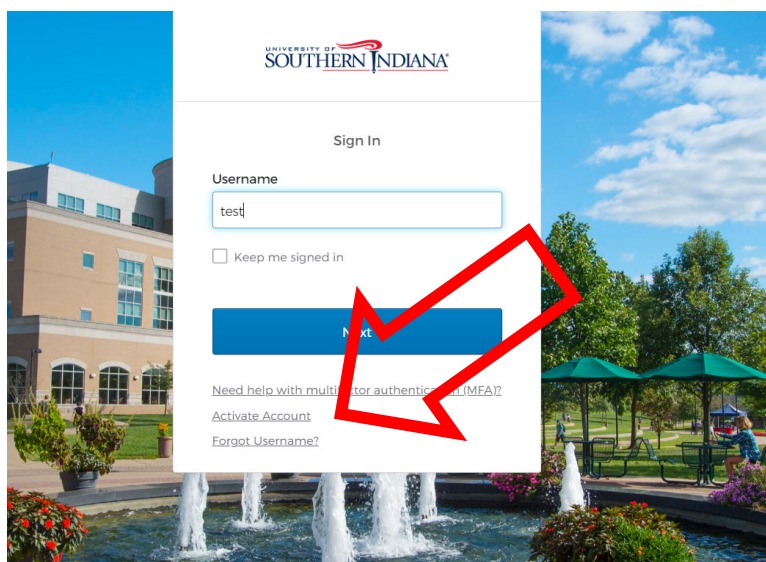
3. Click the checkbox, enter your last name, your date of birth, and your University ID. (The University ID is available on the confirmation letters you've received as well as in emails sent by the CAP Office, and in a pinch, your CAP instructor can help you with this as well.)

Click "Continue."

Activate Your USI Account

To activate your account or reset your password, **you must have a personal (non-USI) email address on file with USI**. If your personal email (for example: gmail, yahoo, etc.) is not on file, you will need to contact the IT Help Desk. Do not use your browser's back button during the process.

☐ **I acknowledge my responsibility to read and comply with section 46, "Computer Access, Copyrights, and Intellectual Property", of the USI Student Handbook, and section F.27, "Use of Data Communications and Computers", of the USI University Handbook.**
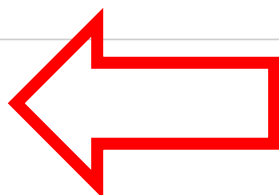
Last Name

[ ]

Date of Birth

[Month ⌄] [Day ⌄] [Year ⌄]

University ID *What is this?*

[ ]

[Continue]

4. A temporary verification code will be sent to the email address you provided when you applied to CAP. Retrieve and enter the code; click "Continue."

a. If the email provided during the CAP application process is incorrect or inaccessible to you for any reason, you will not be able to complete this process on your own. You must contact the CAP Office for help.

b. If you do not enter this code within five minutes, it will expire. You'll need to go through the steps above, again, to have a new code sent.

Enter Your Verification Code

Do not use your browser's back button during the account activation process. If you have any questions or problems regarding account activation, please contact the IT Help Desk.

A verification code has been sent to your '@yahoo.com address. This code expires in five minutes. Enter the verification code below.

Verification Code

[ ]

[Continue]
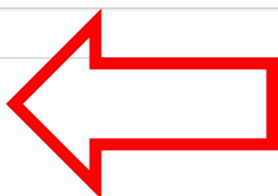
4. Create your USI password, re-type it, and then click "Create Password." You <u>will</u> need to log into myUSI in the future, to view your final CAP grades and possibly to send a USI transcript to your college/university for credit transfer. Be sure to save your username and password in a secure location (possibly as a contact in your phone).

Create Your USI Password

Requirements for Changing Your Password
- Your new password must be at least 8 characters long
- Your new password cannot be longer than 16 characters
- Your new password must must contain a character from all three of these categories:
    - English uppercase characters (A - Z)
    - English lowercase characters (a - z)
    - Numbers (0 - 9)
- Your new password cannot include your first name, last name, or account name
- Your new password cannot be a password you used recently

Create and confirm your USI password below.

Password

[ ]

Confirm Password

[ ]

[Create Password]
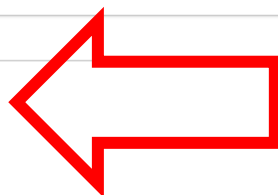
5. After you've created your password, a confirmation screen will apppear. Your username will display on the screen. Again, save your username in a secure location, as you'll need it each time you log into myUSI.

Create Your USI Password

Your password has been successfully created.

Your USI username i   . Log into myUSI with your
username and password to access your account. If you have any
questions or problems, please contact the IT Help Desk

6. Log in to myUSI by entering your username and newly created password.

7. Upon your first successful login to myUSI, you will be prompted to set up Multifactor Authentication, or MFA.

MFA provides an additional layer of security to your USI student data through a secondary verification of your identity.

The most *secure* option is to download the [Okta Verify](#) app to your smart phone. Another, option is to set up MFA through [Google Authenticator](#). For more details on how to set up MFA, visit [USI.edu/it/security/multifactor-authentication](#)

Need Help with myUSI?

Contact the IT Help Desk at **812-465-1080** or via email at **it@usi.edu**
The IT Help Desk is open Monday-Friday from 7:30 a.m.-4:30 p.m.
Central time.

Note that FERPA (federal laws that protect the educational records of all students, including CAP students) prevents Help Desk staff from sharing myUSI login information with parents. You need to call yourself!

Need Help with Other CAP Items or Updating an Email?

Contact the CAP Office at **812-228-5022** or via email at **cap@usi.edu**
The CAP Office is open Monday-Friday from 8 a.m.-4:30 p.m. Central time.