Instructions for MYSSU

We are very excited to have you coming to Shawnee State University for Fall 2012 Semester. I am sure that you are both excited and anxious about coming. As a Shawnee State student, you have access to MYSSU. MYSSU allows you to see your housing assignment as well as create and manage your schedule.

If you run into any difficulties, please do not hesitate to contact CIPA at (740) 351-3136, (740) 351-3127 or E-Mail cipa@shawnee.edu or Coleen Kosan at ckosan@shawnee.edu, your international admissions counselor.

Logging-in to MYSSU:

1. Go to http://www.shawnee.edu

2. At the top of the page, on the right side, click "MYSSU."

3. Your User ID is your Student ID number. You should have received your Student ID number in an email from our office. If you do not know your Student ID number, please email our office. It is very important that you memorize this number.

4. Your password is your date of birth in the following order: yyyy/mm/dd. For example, if your date of birth is August 18, 1989, you would enter: 19890818.

You can register for classes through MYSSU. Click here to see which courses are being offered in the semester you are attending.

1. Log in to MYSSU.

2. Click the “Student” tab.

3. You should be able to scroll to the bottom of the page and you will see two icons that say “Add/Drop Courses” and “Course Search.” If you do not see either of these, you can still access them by clicking “Course Schedules” that is near the top on the left side.

4. When you get to the Add/Drop page (scroll down if you don't see options) you can either type in the courses that you know you want, or I recommend, searching for them. I think searching for them makes them easier to find.

5. So, let's say that you clicked “Course Search.” You now see different options. **Make sure that you are searching for the correct semester.** I think it is best to enter just the first four letters of the course code. For example, if I wanted to look for Marketing Principles, BUMK3100, in the Course Code option, I would leave the “Begins with” there and next to it type “BUMK.” That would bring up all courses with BUMK as the course code.

6. When the course(s) shows up, you can click the box beside the course you want to add then click the “add course” button at the bottom of the page. If the course is listed as “Closed (Full)” you will not be able to register for that class. When you arrive we will work with you and the professors to get you into classes, but there are no guarantees.

7. Go back and search and add your classes one by one.