Resetting DSU Network and BORIS (WebAdvisor, D2L, and Portal) Passwords

1. On the DSU home page, dsu.edu, click the MyDSU link in the top right corner. Under Trouble Logging In, click on the Reset your Password button.

2. What are My Accounts?
   - Under What are My Accounts, click the Lookup Accounts button.
   - Enter your Colleague ID or last 4 digits of SSN, last name, and birth date.
   - Record/Print your BORIS and DSU Network user names and email address.
   - Select Start Over

3. Reset My DSU Network Password (webmail, wireless, printing, webspace)
   - Under Reset My DSU Network Password, click on Reset Password
   - Enter the last 4 digits of your SSN, last name, and birth date.
   - Set password. Submit. A reset successful message will display. Select Start Over.

4. Reset your BORIS (MyDSU Portal, WebAdvisor, D2L, Starfish) Password
   - Under Reset My BORIS Password, click on Reset Password.
   - Enter your last name and Colleague ID or BORIS username noted from above.
   - Click Retrieve my information
   - Note your user name given at the top and select your DSU email account. This is the email account containing the link to reset your password.
   - Click Send me a link to reset my password.

5. Log into your DSU webmail email account.
   - Access this site in a web browser https://webmail.dsu.edu or from the MyDSU page under the Links for Former Students, the Webmail option.
   - Enter your Domain\user name as noted from the Lookup Account step.
   - Use the password you chose in the Reset My DSU Network password step.
   - In your DSU email account, locate and open the email titled “Password Reset Link”. Click on the link contained in the email.
   - Enter the BORIS username that you noted above and set a new BORIS password. The BORIS password must be at least 6 characters but no longer than 15 and must contain a number. This is the password you will use on future logins to WebAdvisor, D2L, and the MyDSU portal.

6. Log into the MyDSU Portal. (For Mac OS X, use a browser other than Safari.)
   - Access dsu.edu and click on “MyDSU.” Then, click on Login to MyDSU Portal.
   - Enter your BORIS username and password set in the BORIS password step above.
   - Click on the DSU icon or Menu -> DSU Student -> DSU Student Home.
   - Click on Try Entering Your Credentials in the Webmail web part.
   - Enter your DSU network username and password as prompted (ex, bajones). A message will display showing unread messages. Click on the dsu-exchange link to access Webmail.

7. For registration, access WebAdvisor
   (Important: Do this step only after you have been advised and are approved to register.)
   - Access the MyDSU portal using BORIS credentials.
   - Click on the WebAdvisor tab in the portal.
   - Click on WebAdvisor for Students; Click on Registration; Click on Search and Register for Class Sections.

If you need help with your login information, you can either access the “Trouble logging in?” area on the MyDSU page or email mydsuportal@dsu.edu.

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