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.

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.