



### **How to Activate Your UWSP Network Account**

1. Go to [www.uwsp.edu](http://www.uwsp.edu)
2. At the top right, under Logins, select “myPoint”
3. In the left column on the login screen, click “Activate Your Account”

#### **You will need the following information to activate your account:**

- **Your UWSP ID number** – this will be emailed to you after you are admitted and registered. Please remember to include an email when completing the UW System online application.
- **Your social security number**
- **Your birth date**

#### **During the activation process:**

- **Your unique UWSP logon ID will be displayed for you.** After activation, please remember your logon name – you will need it to access any UWSP computer resource.
  - **Student** logon names are typically the first letter of your first name followed by the first 4 letters of your last name followed by the last 3 digits of your student ID number followed by “@uwsp.edu”. (Example Stevie Pointer, 11254111 = spoin111@uwsp.edu).
- **You will create your network password.** Your password must meet the guidelines listed. After activation, please remember your password – you will need it to access any UWSP computer resource.
- **You will be asked to answer 5 identification questions.** The answers you provide are stored by the system and used in the password reset process if there is a problem with your account. In order to reset your password, you must have access to the Internet and you must provide answers that match the answers stored in the system. The answers are case-sensitive, so remember the capitalization and punctuation you use in your answers.

**Important:** do not share your password or answers to your security questions with others.

#### **Additional Resources:**

UWSP has created a [Powerpoint](#) with tips to help you succeed.