Activating Your OSU Username and Password

Activating your Ohio State University user name and email address is critical step to transitioning to be a student. It is important you do this since your Ohio State Username is required for most university communications, scheduling classes, viewing grades online, accessing financial aid information, and many other online services. On campus housing contract information as well as information about Pre-Departure Orientation will both be sent to the Ohio State email address.

If you know your Ohio State ID number and password, you can activate your Ohio State account (lastname.#) and Ohio State email address (lastname.#@osu.edu) at my.osu.edu

Activate your identity

1. Go to my.osu.edu, and click **Activate Now**.

2. Click **I need an Activation Code**

3. Type your Ohio State **Username (your lastname.#)**, **your first name, last name, and date of birth** in the spaces provided. Click **Next**.

4. Select that you’d like to receive your activation code by e-mail. This will be the email address you have on file from your admissions application. Click **Next**.

   1. Note: If you don’t have an e-mail on file, you will need to contact the Ohio State Information Technology Service desk at 614-688-4357 or via email at 8help@osu.edu to get your password.

5. Verify your selection for delivery of the activation code. Click **Submit**.

6. Click **OK** at the confirmation screen.

7. The password should be emailed to you in about 5 to 10 minutes.

8. Now, return to my.osu.edu and again click **Activate Now**.

9. Click **I have an Activation Code**
10. Type your **lastname.#** and the **activation code** you received in the spaces provided. Click **Next**.

11. Read the policy information displayed. Click **I agree** to proceed with the activation.
12. Select a security question from each of the 5 (five) drop-down boxes and provide a corresponding answer. Click **Submit** to proceed.

   **Note:** Case-sensitivity is not important; you can use both upper- and lowercase characters.

13. Create a password using a minimum of 8 (eight) characters including three of four of these character sets: **capital letters** (A-Z); **lowercase letters** (a-z); **numerals**, and **special characters** (!?%&#).
   a. Type the password next to **New Password**.
   b. Re-type it next to **Re-Enter New Password**, and click **Submit**.

14. Check where your e-mail is currently being delivered. The default for students is **BuckeyeMail**. Either leave the default address selected or select **Deliver my e-mail to the following address**. You can then provide a non-OSU e-mail forwarding address (e.g., Gmail, Yahoo, etc.).
   1. Note: there could be issues with delivery of email if you select a personal (gmail, yahoo, etc.) email and do not select BuckeyeMail.
   2. If you made a change to e-mail delivery, review the details and then click **OK**.
   3. Verify a message saying the change was successful appears. E-mail forwarding should be effective in about 15 minutes.

15. At this point, you should see a green box with the message **"Your identity has been activated."** Most services should be available to you in about 15 minutes.

16. Review the information about wireless and password synchronization.

17. Be sure to click **Log Out** before walking away from your computer.