EMU Technology Account Activation

Please take a moment to set up your Royal's user, EMU email, and Moodle accounts prior to your first day of class. The information below will walk you through these steps. This information can also be found at the **Lancaster HelpZONE** Under Quick Links.

STEP1 - ACTIVATE OR CHANGE ROYAL USERNAME & PASSWORD:

New Users

1. **my.EMU.edu**
2. Click on "Change Royal Password" under **General Info**
3. Login with assigned Username and temporary password – on "EMU Electronic Systems User Access Information" sheet
4. "Click to change your password."
5. Enter current / temporary password.
6. Follow prompts to create new password.
    Proceed to STEP 2.

Returning Users

- Login to myEMU at top right with Royal Username & Password
- If password does not work, contact helpdesk.

Helpdesk Hours: M–F 8:00AM-7:00PM

Phone: 1-540-432-4357 or 1-844-406-2247

Email: helpdesk@emu.edu

Live Help: emu.edu/is

When you are at the EMU – Lancaster site: Your password can be reset by Kyle Sellers – Coordinator of IS User Services EMU-Lancaster

Proceed to STEP 2.

STEP 2 - ACTIVATE MOODLE LEARNING MANAGEMENT SYSTEM:

1. Click on Moodle LMS from **my.EMU.edu** Under **General Info**
2. Login with Royals Username & Password (successful login completes activation)

Enroll and complete your EMU Lancaster Student Orientation

Note: You will need the enrollment key which you should have received in an email from you enrollment counselor

1. On the Navigation box on the right hand side click on courses.
2. In the search box type: *Lancaster Student Orientation* and click go.
3. From the search results click on *Lancaster Student Orientation.*
4. Enter your enrollment key at the prompt and click the "Enroll Me" button on the bottom of the page.

STEP 3 - CONFIGURE EMU EMAIL ACCOUNT:

EMU EMAIL:

1. Click on "EMU Gmail" under **my.EMU.edu** under **General Info**
2. Login using your EMU email (firstname.lastname@emu.edu) and
3. password.

Manage main campus broadcast EMAIL preferences:

1. Click on "EMU Broadcast Email" under **my.EMU.edu** General Info
2. Login with Royals Username & Password
3. Click on "Settings"
4. Click on "unsubscribe me from this list " buttons for both: all-student@emu.edu
5. Click on "Save" and Log out.

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*The Following info is for setting up wireless access and printing while at the EMU Lancaster site and cannot be done remotely. Help for these tasks will be available at your first class.

WIRELESS ACCESS CONFIGURATION:

1. CHOOSE EMU from the list of available networks
2. Enter ACTIVE Royals Username & Password when prompted.
3. Accept certificate authorization when prompted.

SETTING UP WIRELESS PRINTING AT EMU-LANCASTER

Information for printing while at EMU Lancaster for your operating system can be found at Lancaster helpZONE>Students>Printing & Photocopying