

# WSU AccessID Information for New Faculty and Staff

2006-  
2007

Your WSU AccessID and password combination is your unique key to accessing computing services and resources at Wayne State: WSU Pipeline (single access to systems, WSU info., and self-services such as Web-Time Entry and leave balances), WSU E-mail, Blackboard (online courses and materials, e-Portfolios on the Web), Library computers and electronic resources, free dial-in Internet service (currently limited, to end July 2007), wireless and wired Internet on campus, discount software purchases on the Software Clearinghouse Website, and free downloads of antivirus and other software.



- 
- Your WSU AccessID is made up of two letters + four numbers (like xy6789) and your temporary password is your 9-digit Personal ID/PID (like 000999999).
  - These numbers are printed on your WSU OneCard (picture ID card).
  - You can look up your AccessID yourself: go to [wayne.edu](http://wayne.edu), click **WSU Directories**, and do a **WSU People Search** by your last name or full name (no nicknames).
  - Once you know your AccessID and temporary password, log in to WSU Pipeline ([pipeline.wayne.edu](http://pipeline.wayne.edu)). The system will ask you to set up self-services to:
    - ➔ Change your temporary AccessID password for security purposes.
    - ➔ Set up a challenge question and response (so you can easily change your AccessID password yourself, in case you ever forget it).
  - You then are asked to set up these features to activate your WSU E-mail account:
    - ➔ Set *Mail Forwarding* if you use another e-mail address regularly (such as HotMail or Comcast) to make sure you receive important WSU E-mail.
    - ➔ Create an *E-mail Name* to personalize your e-mail (e.g., johndoe@wayne.edu).
  - *Lost your AccessID?* Look it up yourself at [wayne.edu](http://wayne.edu): click WSU Directories.
  - *Forgot your AccessID password?* Make sure you set a challenge question and response, so you can change it at any time. (Click **account** icon in Pipeline.)

---

***Still need help with your WSU AccessID and password?***

**Call the Computing & Information Technology Help Desk at  
(313) 577-4778 or visit [computing.wayne.edu/accessid](http://computing.wayne.edu/accessid)**

**WAYNE STATE  
UNIVERSITY**