

WSU AccessID Information for New Faculty and Staff

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Your WSU AccessID & password combination is your personal key to accessing computing services and resources at Wayne State: **WSU Pipeline** (for single access to systems, university information, and self-services such as Web-Time Entry and leave balances), the **WSU E-mail System, Blackboard** (for courses, materials, e-Portfolios on the Web), **Library** computers and electronic resources, wireless and wired **Internet access** on WSU's main and medical campuses, purchase of **low-cost software** from the Software Clearinghouse Website, and **free software downloads**, including a full-featured AntiVirus program.



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- Your WSU AccessID is made up of two letters + four numbers (like xy6789) and your temporary password is your 9-digit WSU 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**, click **WSU Directories**, and do a **WSU People Search** by your last name or full name (no nicknames).
 - Using your AccessID and temporary password, log in to WSU Pipeline (on the Web at **pipeline.wayne.edu**). If you are completely new to Wayne State, the system asks you to set up preferences for the following WSU electronic services:
 - **Change your temporary AccessID password** for your security and the university's.
 - **Select a challenge question and response** for changing your password yourself.
 - **Set Mail Forwarding for WSU E-mail** if you use another e-mail address (HotMail, Comcast, WSU school/college) to make sure you receive important WSU E-mail.
 - **Create an E-mail Name** to personalize your E-mail address (johndoe@wayne.edu).
 - **Register your cell phone number** if you wish to receive emergency alerts from Wayne State via text to your cell and also select Broadcast Messaging preferences.
 - *Lost your AccessID?* Look it up yourself at **wayne.edu**: click WSU Directories.
 - *Forgot your AccessID password?* Make sure you select a challenge question & response, so you can change it at any time. (To do this, 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**

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