

St. Bonaventure University Network & Email Account Information

All SBU email accounts are the property of ST. Bonaventure University and are to be used for University business.

In order to access the St. Bonaventure University network/ email, you will need to complete the entire account setup process.

Username: Your username consists of the first initial of your first name followed by your entire last name followed by "@sbu.edu". (i.e. John Washington = jwashington@sbu.edu – note that username is NOT case sensitive) This will also be your email address.

Password: Your temporary password consists of the following characters:

Sbu- (note the S is capital, bu are lower case. BE SURE TO INCLUDE THE -)

yyyy- (this is the year you are starting employment, thus 2024 for the current year, again, include the – immediately after the last year digit)

first 3 letters of your first name

first 3 letters of your last name

followed by !@#

Example of John Washington's password would be: Sbu-2024-johwas!@#

1. To setup your account:

- Open a web browser and go to <https://my.sbu.edu/auth/welcome-employee>
- Be sure to review the password criteria carefully before proceeding
- Click submit when you are ready to begin
- Sign in using your current username in the "**username**" field and click NEXT
- Enter your "**temporary**" password and click "Sign in"
- You will see a screen telling you we need more information. Click NEXT
- If you are off Campus, you may receive a prompt for a Temporary Access Code. This will be provided to you along with your Temporary Password. This code will allow you to proceed to setup your 2 factor authentication.
- You will be prompted to setup 2 factor authentication using the Microsoft Authenticator app
- Download/install the app on your phone
- Follow steps to setup the authenticator app
- Provide your cell # for a second method of 2 factor authentication
- Setup an app password – most likely won't need this but need to complete as part of the process – click DONE when finished
- Final step is to change your password. Enter your generic password then provide a new one that meets the criteria provided earlier.

Now you can log in to <https://my.sbu.edu> (St. Bonaventure's Web Portal) using your email address as your username and your new password. You will then be allowed to access your email using the link at the top of the page and will not need to log in again.

Need Help? Contact Technology Services Helpdesk 375-7600 or the helpdesk@sbu.edu

Thank you for your cooperation.

Technology Services