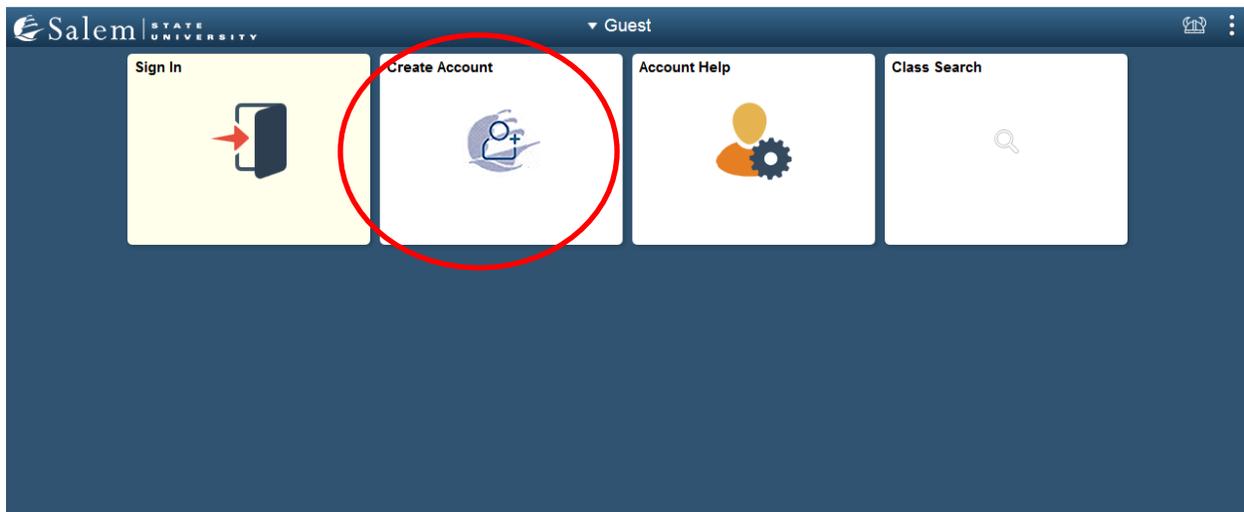


# Student Navigation Center

## How to: Create my new student Navigator account

1. At the student log in page, click on “Create Account”.



2. Once at the “Welcome” page, answer questions 1 and 2 by clicking on the sliding button. Then, click “Continue”.

**Note: If you answered “Yes” to either question, please skip to step 6. If you answered no to both, please proceed to step 3.**

A screenshot of the 'Welcome' page for creating a new student account. The page has a dark blue header with the word 'Welcome' and a user icon. Below the header, there is a progress indicator with four steps, where the first step is highlighted. The main content area has a heading 'Welcome to Create an Account.' followed by a sub-heading 'Please answer the following questions to initiate New Student Account Creation.' There are two questions: '1) Have you ever applied to, taken a course at, or been employed by Salem State?' and '2) Are you on a student visa?'. Both questions have a 'No' button next to them, which is a sliding button. The 'Continue' button is circled in red. Red arrows point to the 'No' buttons for both questions.

3. On the New Student Information page, you must enter your name, address and phone/ email in their respective text boxes.

**Note:** See arrow below for the required information needed to create a new account.

**New Student Information** 



**▼ New Student Name**

Name Prefix

\*First Name  

Middle Name

\*Last Name  

Name Suffix

**▼ Address**

\*Country

\*Street Address  

\*City

\*State

\*Postal  

**▼ Phone/Email**

\*Phone Number  

\*Email Address  

4. Continuing on the New Student Information page, you must provide your citizenship Status, social security number, and other additional information. Then, click “Continue”.

**▼ Citizenship Status**

\*Status  

**▼ SSN**

Do you have a valid SSN?  No 

**▼ Additional Information**

\*Date of Birth  

Gender

Hispanic or Latino?

Ethnic Group

\*Intended Course Level  

**Continue**

5. Review and confirm the information you entered. Then, click “Continue”.

The screenshot shows a web interface titled "Student Confirm". At the top, there is a progress indicator with four steps, where the third step is highlighted. Below this, a message states: "You have entered the following information about yourself. Please Click on the 'Edit' button to make modifications or the 'Continue' button to proceed with enrollment." The main content is a "Review New Student Information" section with the following details:

Name Prefix	
First Name	Salem
Middle Name	
Last Name	State Student
Name Suffix	
Address	71 Loring Ave
	Salem
	MA
	01970
	United States
Phone Number	978/555-8000
Email Address	ssustudent@salemstate.edu
Citizenship	Native
Do You Have Valid SSN?	No
Date of Birth	05/31/2000
Gender	
Hispanic or Latino?	
Ethnic Group	
Intended Course Level	Undergraduate

At the bottom left, there are two buttons: "Edit" and "Continue". The "Continue" button is highlighted with a red circle.

**Note:** If you could not provide a social security number, the information you input on the form will be sent in as a request to create an account and will need to be reviewed. This can take 24-48 hours. If you filled out the required criteria of the form and input your social security number, you will be re-directed to a page where you will be provided with your new SSU ID number/ login information.

6. If you answered “Yes” to question 1, your existing Navigator account will need to be reactivated. Please call or email the [Student Navigation Center](#) to do so. If you answered yes to question 2, please contact the [Center for International Education](#) for help in setting up your new account.