

### **ACCESS GUIDE**

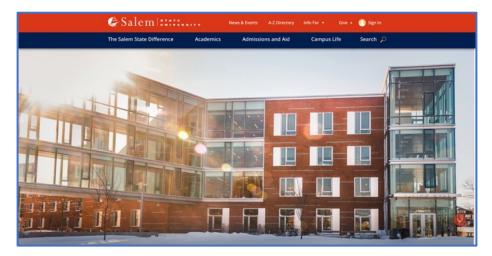
You'll need your Salem State ID number and password to access these systems. Your Salem State ID number is the letter S followed by a 7-digit number (example: s0123456). You may have to enter your ID number in an email format to access some systems on campus (example: s0123456@salemstate.edu).

# **SALEM STATE WEBSITE**

Salem State University utilizes several programs that you'll access in your time as a student. Our website salemstate.edu is your starting point for all your student-related needs. The website makes it easy for you to access all other programs by utilizing Single Sign-On (SSO).

#### TO LOG IN TO THE SALEM STATE WEBSITE, FOLLOW THESE STEPS

- 1. Go to salemstate.edu.
- 2. From the homepage, select "Sign In."



 Enter your Salem State University login information in an email format (s0123456@salemstate.edu).



 On the next screen, enter your Salem State University password.

~	& Salem HAVE
	Enter your SSU Login x03482890salemstate.edu Pactorord
5	Sign In Forgot your Username? Forgot your Password? Need Help Contact the TI'S Help Desk at 978.542.2036

 If it is your first time logging in, you'll be prompted to set up an authentication phone number.

don't lose ac		your u	ceoui	
Please verify your authentic	ation phone numb	er below.		
Authentication phone				
United States (+1)		~		
617-676-8392				
text me	call me			
back				

 Enter the code sent to the phone number provided to authenticate.

		~		
617-676-8392				
text me	call me			
We've sent a text messa	ge containing a verific	ation code to yo	ur phone.	
[100000				
137509			verify	try again

Please note, this is the same place where you can reset your password and manage your security questions moving forward. You can reset your password at any time by selecting "Forgot Password" at the initial login screen and following the prompts.

In addition, you can reset your password using Navigator at any time, instructions are included in the next section.

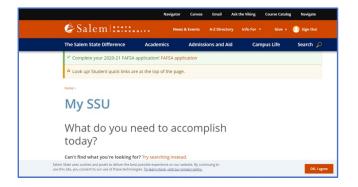
# NAVIGATOR

Navigator is the system where all your official information is stored. You should never let someone log in to this system on your behalf. Navigator allows you to access the following information and more:

- Academic Records
- University Billing
- Financial Aid
- Class Registration
- Personal Information (Phone Number, Address, Emergency Contact)
- Locate your student ID and/or reset your Salem State password

#### TO LOG IN TO NAVIGATOR, FOLLOW THESE STEPS

- 1. Log in to **salemstate.edu**.
- 2. Click on the word "Navigator" from the black bar at the top of the screen.



#### 3. Select "Sign In" from the menu.



 Enter your Salem State ID number (s0123456) and password.



### TO LOCATE YOUR STUDENT ID OR RESET YOUR PASSWORD IN NAVIGATOR, FOLLOW THESE STEPS

1. Go to:

https://navigator.Salemstate.edu

- 2. Select "account help"
- 3. Follow the instructions on the SSU Student ID/ Password Help page to reset your password, paying careful attention to the "Password Requirements"



Account Help

GU

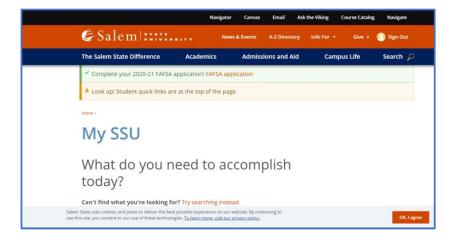
 If successful, you will see an array of tiles. Click on a tile to access the content therein.



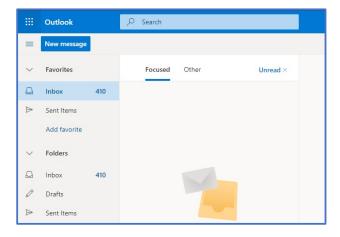
## **MICROSOFT OUTLOOK (campus email account)**

Your Salem State University email address (@salemstate.edu) is where you will receive all official university communication. You should check this inbox often. The university will not send messages to your personal email address as we get closer to the start of the academic year. It is also good to use this account for anything related to Salem State, so that it's all in one place if you need to refer to an email.

- 1. Log in to salemstate.edu.
- 2. Click on the word "Email" from the black bar at the top of the screen.



 If successful, you'll be brought to the inbox for your account.

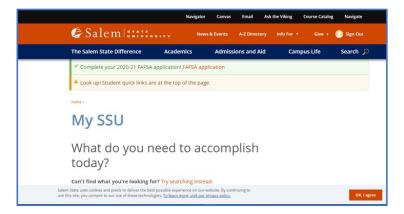


## **CANVAS**

Canvas is the university's online learning platform. Your professors will utilize Canvas in a variety of ways. Canvas allows students to track and submit assignments, connect with peers in discussion groups, and access files that the professor uploads. Canvas is also where you will complete New Student Orientation this summer!

#### TO ACCESS CANVAS, FOLLOW THESE STEPS

- 1. Log in to salemstate.edu.
- 2. Click on the word "Canvas" from the black bar at the top of the screen.



3. If successful, you will be brought to your Canvas dashboard.

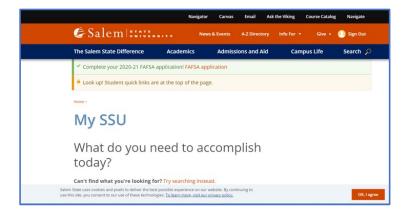


## NAVIGATE

Navigate is a mobile advisor that gets you from orientation to graduation. The app helps you stay on top of important dates and deadlines, explore your major, and quickly connects you to people and resources your need.

#### TO ACCESS NAVIGATE, FOLLOW THESE STEPS

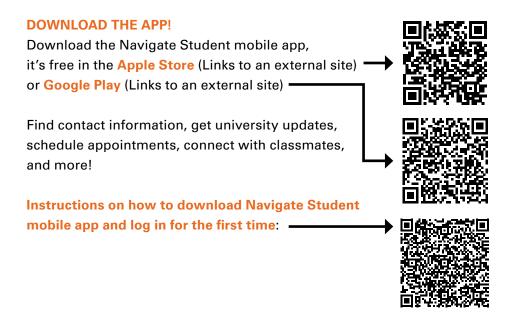
- 1. Log in to salemstate.edu.
- 2. Click on the word "Navigate" from the black bar at the top of the screen.



 Click "Login with your school account" and enter your Salem State Login information.



 If successful, you will be brought to your Navigate Student Dashboard.

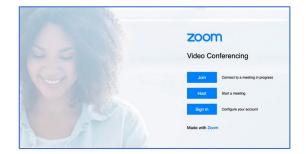


# ZOOM

Zoom is the university's platform for virtual learning and video conferencing. Please note that a Salem State Zoom license will be applied to your account 24 hours after you have enrolled in a course in the upcoming semester. If you have not yet registered for courses, you might experience an error when logging in. If you are still unable to log in to Zoom after enrolling in the upcoming semester, please contact the ITS Help Desk (contact information follows).

#### TO ACCESS ZOOM, FOLLOW THESE STEPS:

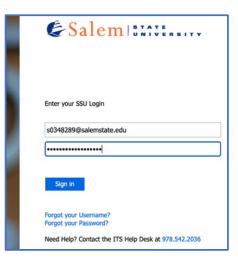
- 1. Go to salemstate.zoom.us.
- 2. Click "Sign In."



3. Enter your Salem State username.

& Salem III	
Sign in s0348289@salemstate.edu	
Can't access your account?	
	Next

4. Enter your password on this screen.



5. If successful, you will be brought to your Zoom profile.

ZOOM SOLUTIONS - PLANS & P	RICING CONTACT SALES		SCHEDULE A MEETING	JOIN A MEETING	HOST A MEETING +	•
Profile Meetings Webinars Recordings	Change	Daniel Parlin Daniel Parlin Account No.			Edit	
Settings Account Profile	Phone	Not set		2	Add Phone Number	
Reports	Personal Meeting ID	Hide			Edit	

# **STUDENT HEALTH PORTAL**

Access the Student Health Portal by visiting the Counseling and Health Services page on the Salem State University website, or by going directly to: salemstate.edu/healthportal.

🕼 Salem   11111 Newskieweis Azürenny belafur - Give - 📵 Signin
The Salem State Difference Academics Admissions and Aid Campus Life Search $\hat{ ho}$
Hume - Campus Life - Student Services -
Counseling and Health
Services
in This Section 🗸
View Spring 2021 COVID-19 information
Submit your COVID vaccine questions
Message us 24/7 using the health portal
wessage us 2477 using the realth portai
In-Office Visits
10 am-4 pm, Monday through finday, in Ellison 107
Virtual Visits
8:30 am-4 pm, Monday-Friday by self-scheduling on your health portal or by
calling 976.542.6413. The counseling and health services office continues to be open virtually for care
Incl. concluding an index in concrete the statements are used up to index on the problem of the statements of the statements and conclusions and the statements and the statements are and index of the statements and index contact, with health senders and most counseling services via tablehealth.
You can submit your immunication records on your health pond or by fax to 978,542,7121.
We encourage you to send our nurse practicioners and counselors questions, prescription refil requests, or other non-urgent medical or counseling needs via

- Enter your Salem State University login information in an email format (s0123456@salemstate.edu)
- On the next screen, enter your Salem State University password.



	& Salem MAXI		
1	Enter your SSU Login d334828985alemstate.edu	Aggentemente Podrova	I would like to
-	Password	Handoute Mensages Lations	Schwalzke a handle spycentrevent ar davida sins a vision approximate Schwalzke is concentral paporenerat ar Simor (a Minuage III) showed provider Comparison is Schwarg
>	Sign in Fongst your Diservanie? Fongst your Password? Nevgl Hydr Contact the TTS Help Desk at 978-542-2036	Form Balances	Wescene to the counseling and health services student postal. This site is ensigned to help students interact more conversely and efficiently with our office. Using the lines at the full you care, if a count post more and equiptly is susceling a COULD structure at a same meanspect of the structure at the struct

# **VIKING SCHOLARSHIPS**

Access the Vikings Scholarships from the Financial Aid page on the Salem State University Website, or by going directly to:

salemstate.academicworks.com/users/sign\_in.

&Salem   11111 News & D	rents A-Z Directory Info For • Give	e 🔸 🜔 Sign Out
The Salem State Difference Academics A	dmissions and Aid Campus Life	Search 🎾
Home > Campus Life > Student Nav(gation Center > Finar	icial Aid >	
Grants and So	cholarships	
In This Section		
Students are automatically reviewed for grants by completing both the FAFSA an application. The application is where you	d the Salem State endowed scholarships	
Viking Scholarships (	Internal & External)	
Salem State University	Salem State University	Grants
Scholarships	Need-based grants are awarded on a f	
Awarded to some incoming students who meet eligibility	basis. Grants may not be awarded to a	

1. Enter your Salem State ID number (s0123456) and password

Opportunities	2	
	Applicants and Administrators	References and Reviewers
State login and pa please click on to PLEASE NOTE: ( endowed Salem S	Drily students admitted to the Univers tate scholarships.	lem State login or password,
Salem State logi	1	
1012345		
Password		
1		=
Trouble signing in		Sign In

## **ITS HELP PORTAL**

Get Help with your Salem State University account (and much more) from Information Technology Services (ITS) by visiting the ITS Help Portal at: helpdesk.salemstate.edu.

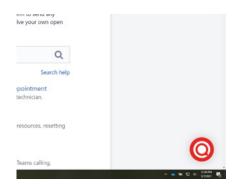
 Select "Student Services and Support" and then "Salem State Account Support" for help with your username (login), password or access to any system.

 Select the option that best describes your request (select "Other Request" if you are unsure), provide any other information you would like ITS to know and select "submit". An ITS technician will follow up with you shortly after submission.

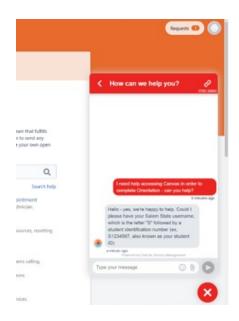


	e your Salem State account and password here	
	in we help you with? isetting my password a	
	any additional details for ITS below.	
reache	ed by phone at 978-542-2036	
reachi	ed by phone at 978-542-2036	
	ed by phone at 978-542-2036	

 You may also chat live with an ITS technician M-F, from 8 AM to 5 PM by selecting the red button at the bottom right of the page.



 You can also monitor, update, cancel or even resolve your open ITS requests by selecting "My Requests" at top right of the page.





	Looking for Self-Service Help? You may find helpful articles by using the Ask the Viking search tool.				
	Salem State University				
	Requests				🗄 Export 👻
	Open requests   Created by me	Any request type	×	Search for requests	Q
	Type Reference Summary	Service d	lesk	Status	Requester
	Insol help accessing Canvas in order to complete Orientation     35854 help?	- can you Informa Help	tion Technology	WATING FOR CUSTOMER	Daniel Parlin
	accessing Canvas in order to complete O	_	FOR CUST	OMER	
		rientation - ×	re	OMER ONS	
n thi	accessing Canvas in order to complete O	_	For cust notificati re plve this i	OMER ons ssue	
-	accessing Canvas in order to complete O Resolve this issue	_	FOR CUST notificati re plve this i cel reque	OMER ons ssue	
n thi Just s jus	accessing Canvas in order to complete O Resolve this issue Please comment with any additional information	_	FOR CUST notificati re olve this i cel reque ith	OMER ons ssue st	
Just Just	accessing Canvas in order to complete O Resolve this issue Please comment with any additional information	_	FOR CUST notificati re plve this i cel reque	OMER ons ssue st	