



Salem | STATE
UNIVERSITY

ACCESS GUIDE

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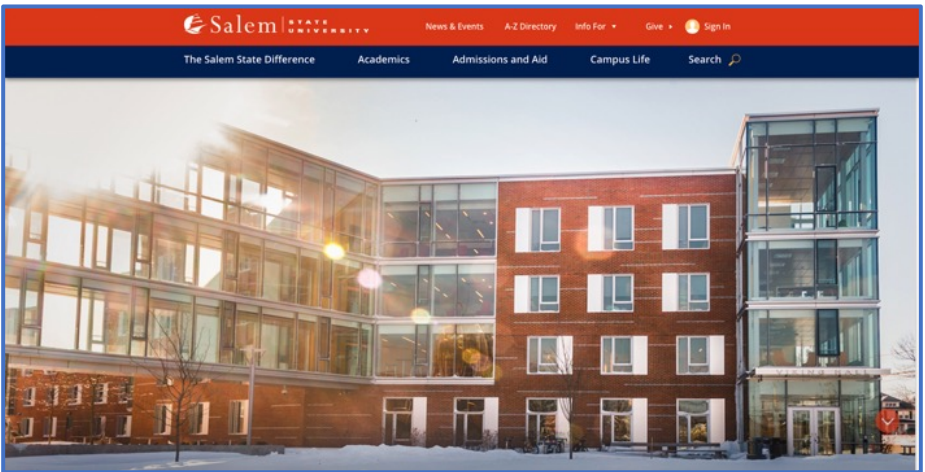
You'll need your Salem State ID number and password to access these systems. Your Salem State ID number is the letter S followed by a 7-digit number (example: s0123456). You may have to enter your ID number in an email format to access some systems on campus (example: s0123456@salemstate.edu).

SALEM STATE WEBSITE

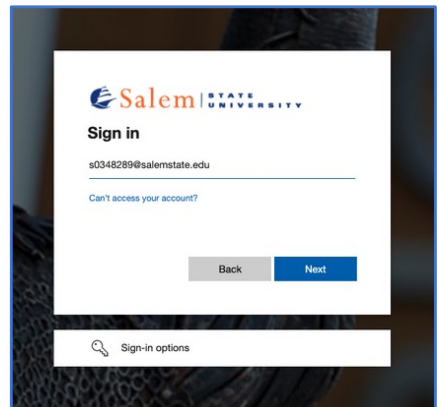
Salem State University utilizes several programs that you'll access in your time as a student. Our website salemstate.edu is your starting point for all your student-related needs. The website makes it easy for you to access all other programs by utilizing Single Sign-On (SSO).

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

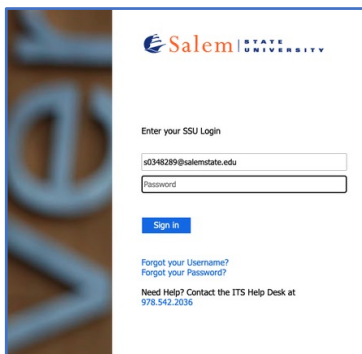
1. Go to salemstate.edu.
2. From the homepage, select "Sign In."



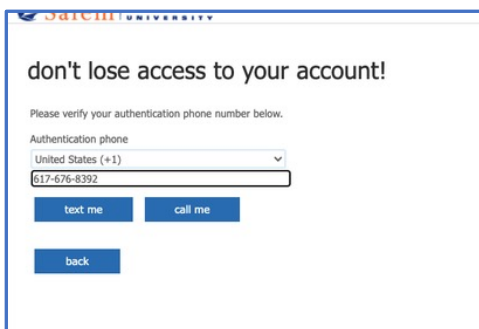
3. Enter your Salem State University login information in an email format (s0123456@salemstate.edu).



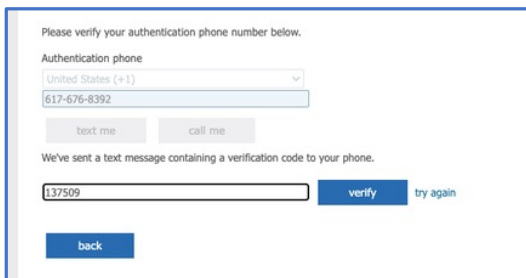
4. On the next screen, enter your Salem State University password.



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



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



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.

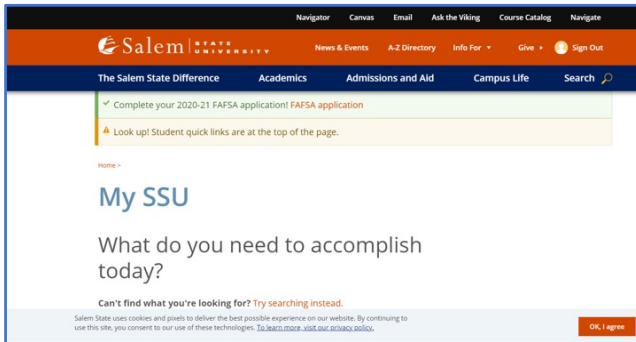
NAVIGATOR

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:

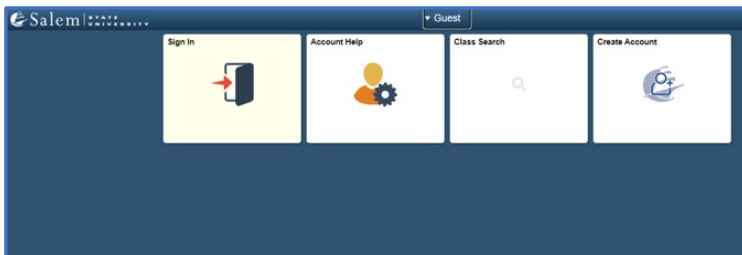
- Academic Records
- University Billing
- Financial Aid
- Class Registration
- Personal Information (Phone Number, Address, Emergency Contact)
- Locate your student ID and/or reset your Salem State password

TO LOG IN TO NAVIGATOR, FOLLOW THESE STEPS

1. Log in to saalemstate.edu.
2. Click on the word “Navigator” from the black bar at the top of the screen.



3. Select “Sign In” from the menu.



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

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

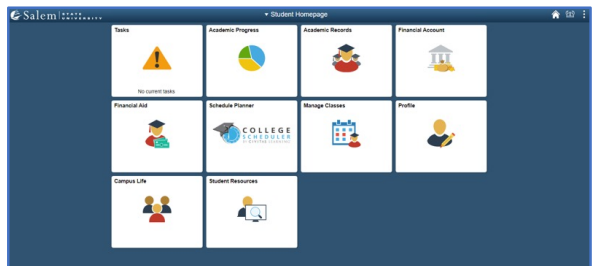
1. Go to:
<https://navigator.Salemstate.edu>



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"

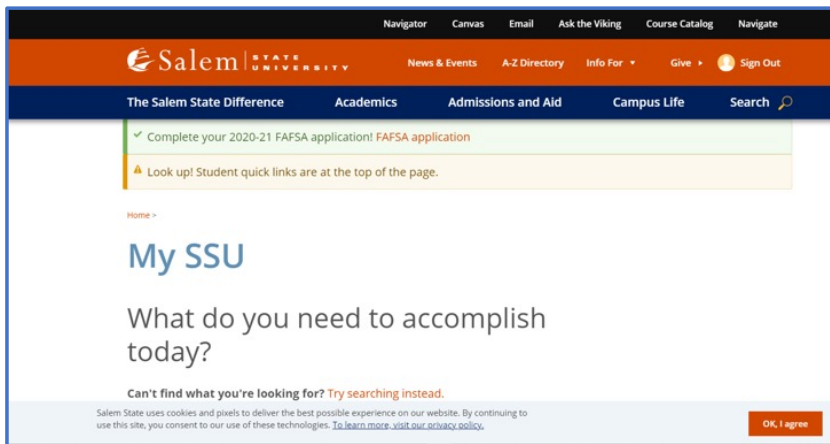
5. If successful, you will see an array of tiles. Click on a tile to access the content therein.



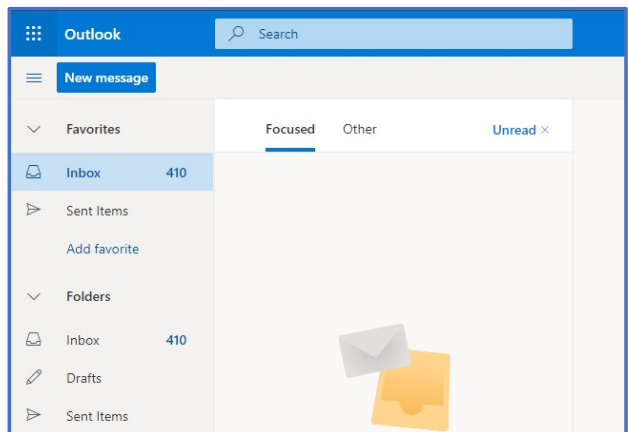
MICROSOFT OUTLOOK (campus email account)

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.



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

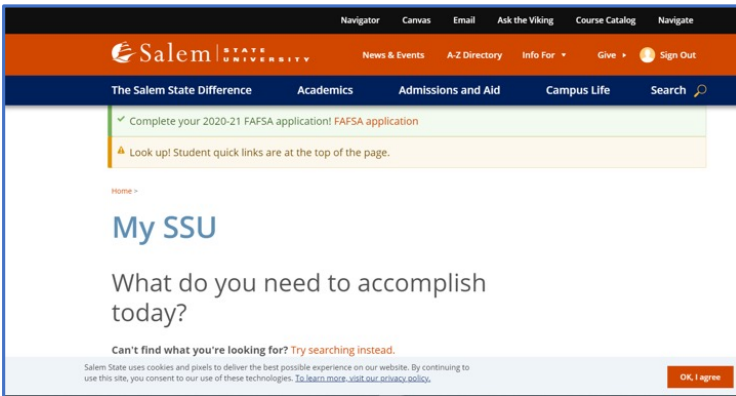


CANVAS

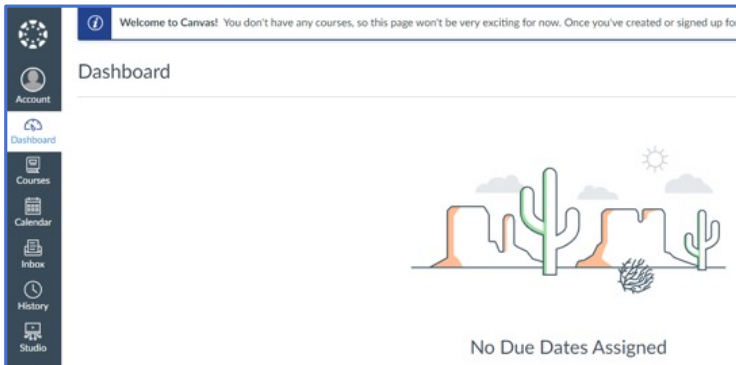
Canvas is the university's online learning platform. Your professors will utilize Canvas in a variety of ways. Canvas allows students to track and submit assignments, connect with peers in discussion groups, and access files that the professor uploads. Canvas is also where you will complete New Student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

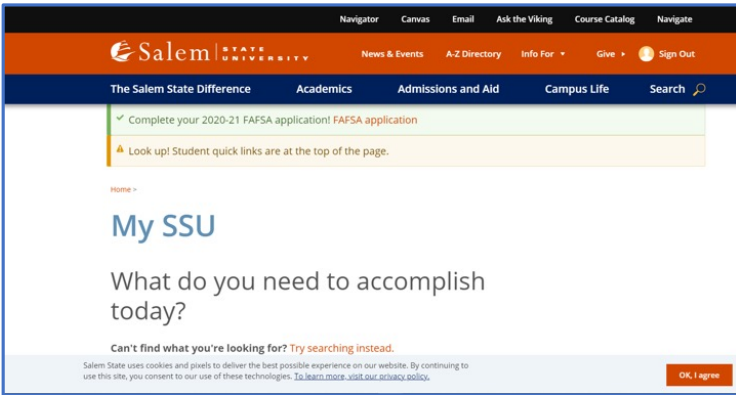


NAVIGATE

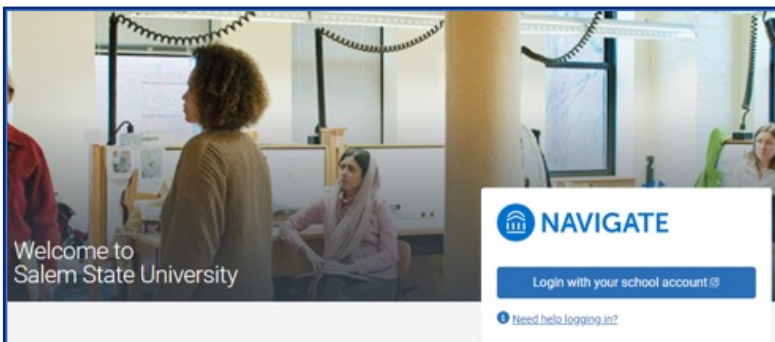
Navigate is a mobile advisor that gets you from orientation to graduation. The app helps you stay on top of important dates and deadlines, explore your major, and quickly connects you to people and resources your need.

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.



3. Click “Login with your school account” and enter your Salem State Login information.



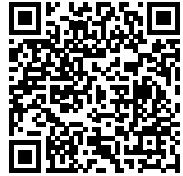
4. If successful, you will be brought to your Navigate Student Dashboard.

DOWNLOAD THE APP!

Download the Navigate Student mobile app, it's free in the **Apple Store** (Links to an external site) or **Google Play** (Links to an external site)

Find contact information, get university updates, schedule appointments, connect with classmates, and more!

Instructions on how to download Navigate Student mobile app and log in for the first time:

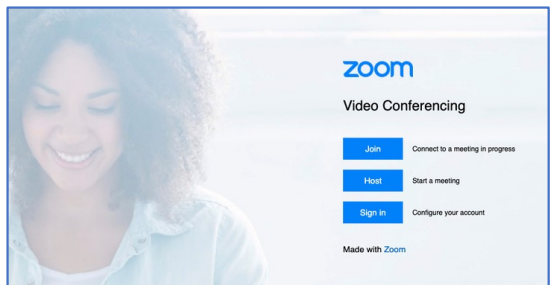


ZOOM

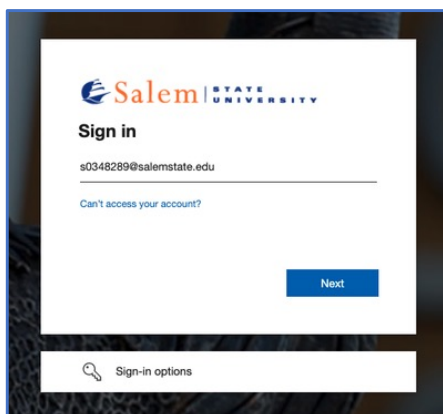
Zoom is the university's platform for virtual learning and video conferencing. Please note that a Salem State Zoom license will be applied to your account 24 hours after you have enrolled in a course in the upcoming semester. If you have not yet registered for courses, you might experience an error when 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:

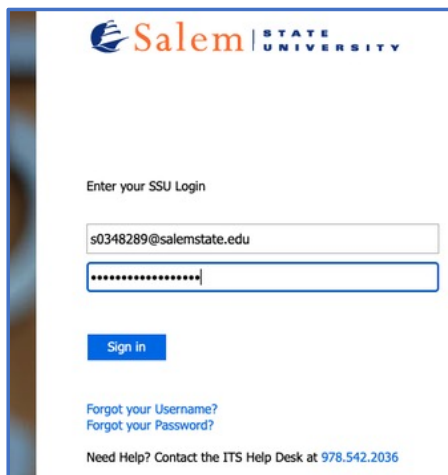
1. Go to saalemstate.zoom.us.
2. Click "Sign In."



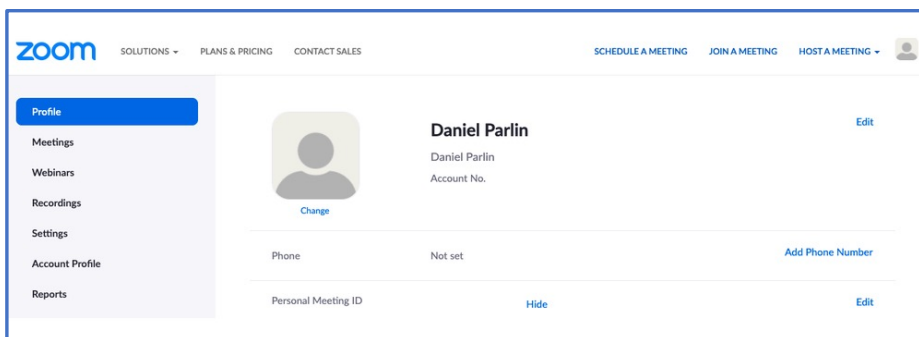
3. Enter your Salem State username.



4. Enter your password on this screen.

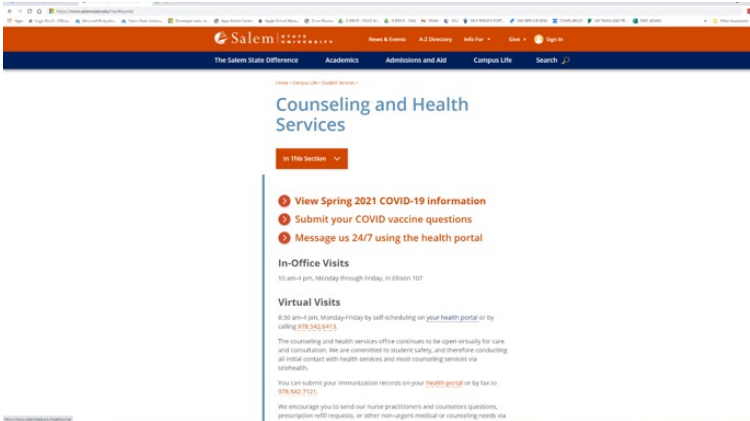


5. If successful, you will be brought to your Zoom profile.

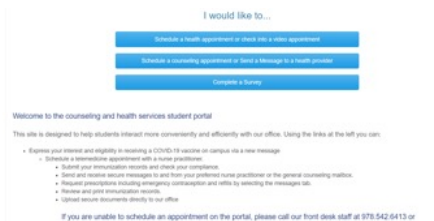
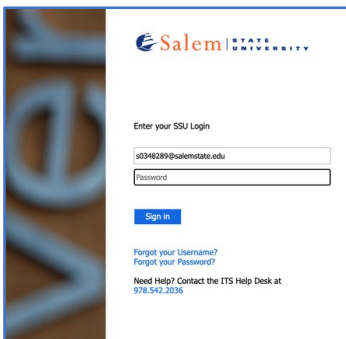
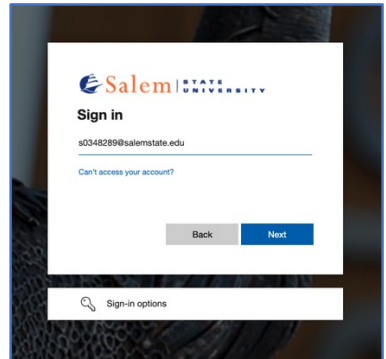


STUDENT HEALTH PORTAL

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

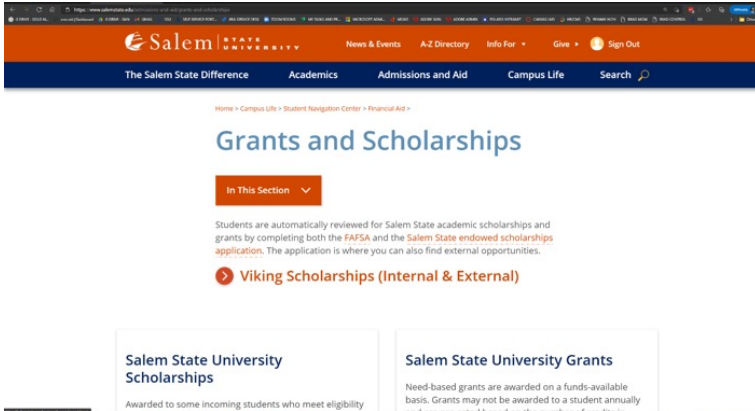


1. Enter your Salem State University login information in an email format (s0123456@saalemstate.edu)
2. On the next screen, enter your Salem State University password.

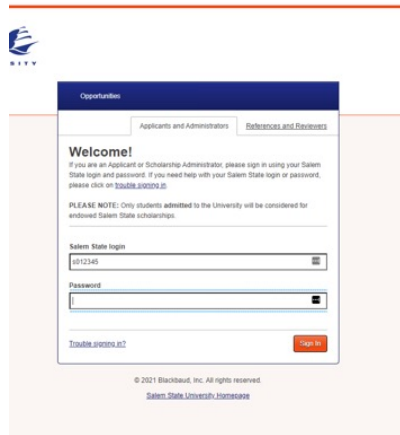


VIKING SCHOLARSHIPS

Access the Vikings Scholarships from the Financial Aid page on the Salem State University Website, or by going directly to:
saalemstate.academicworks.com/users/sign_in.

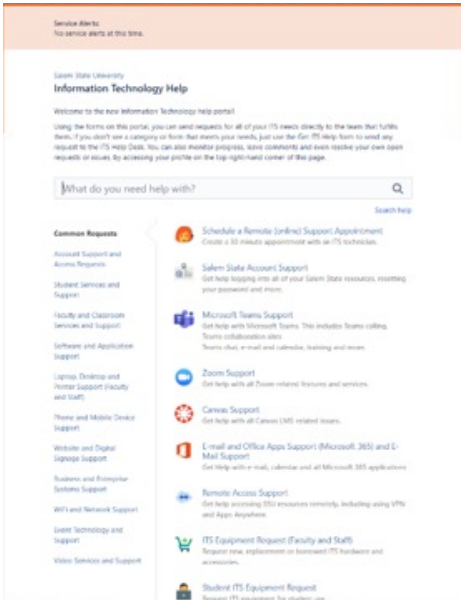


1. Enter your Salem State ID number (s0123456) and password



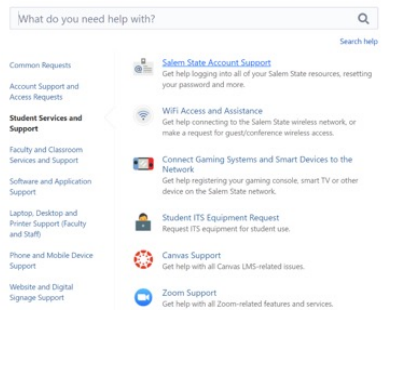
ITS HELP PORTAL

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.

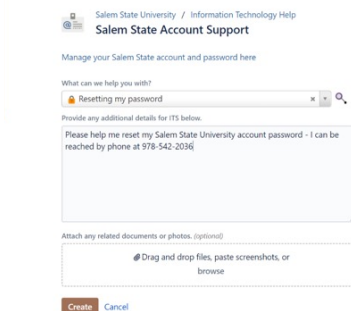


1. Select “Student Services and Support” and then “Salem State Account Support” for help with your username (login), password or access to any system.

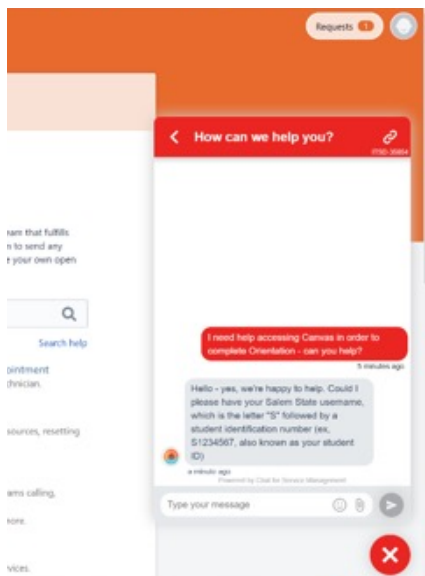
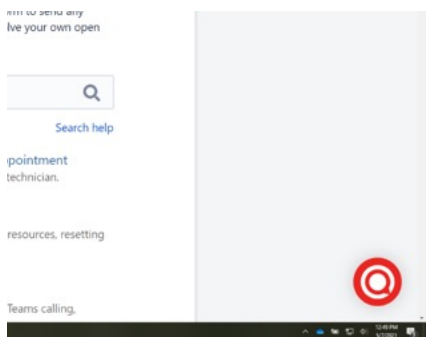
Using the forms on this portal, you can send requests for all of your ITS needs directly to the team that fulfills them. If you don't see a category or form that meets your needs, just use the Get ITS Help form to send any request to the ITS Help Desk. You can also monitor progress, leave comments and even resolve your own open requests or issues, by accessing your profile on the top right-hand corner of this page.



2. 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.



- 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.

