



FIELD PROGRAMS
FACULTY OF EDUCATION

COMPUTING ID AND PASSWORD SET-UP

- Go to the main website: www.sfu.ca
- Go to the Red Tool Bar along the top, put your mouse over SFU Online and click on **mySFU**
- You will be redirected to a Login screen.
- Go to the bottom right box and click **Activate your SFU Computing ID**
- Read the Terms and Conditions and click on **I ACCEPT**
- Fill in your SFU ID (student number) and birth date and click on **SUBMIT**
- You will then be assigned a computing ID which will be a form of your name. *This will be your e-mail ID.* Make a note of it before you move to another page.
- PLEASE NOTE: Choosing a password is very sensitive. Make sure it is not part of a word and is at least six characters long. Make a note of your password and keep it somewhere safe.
- Please answer the **identity challenge question** as this will enable you to reset your password if you forget it.

Important and time-sensitive information will be sent to your SFU e-mail account from both the University and Field Programs so please check your account regularly or forward it to another account that you do check.

HOW TO FORWARD YOUR SFU E-MAIL ACCOUNT TO ANOTHER E-MAIL ACCOUNT

- Go to the main website: www.sfu.ca
- Go to the Red Tool Bar along the top, put your mouse over SFU Online and click on **SFU Connect**. Enter your Computing ID and password and click on **LOGIN**.
- Click on the **Preferences** tab (last tab on right), then select the **Mail** tab.
- Scroll down to the **Receiving Messages** section and enter the forwarding e-mail address in the box marked "Forward a copy to".
- Click on **Save** (above the top left tab) and then **Log Out** (top right of screen).

Always remember to Log Out when you are finished.