

Accessing Online Courses within MyUSF & USF Email Accounts

The University Web Portal, MyUSF, is the entryway to your course on the Blackboard.

The myUSF portal is a consolidation of online services to be provided via the web for USF faculty, staff and students. Some of these services include: Blackboard, OASIS, USF communities and organizations online, access to email, libraries, Campus Bookstore, individual user's ability to customize and organize personal resources, etc.

To gain access to MyUSF portal, please follow the steps below.

STEP 1: Apply for USF ID Card

The USF Identification or ID Card is a requirement for all distance learning students who are enrolled at the University of South Florida. You will need the USF ID Card number to activate your Net ID (Step 2).

Follow this link to download the form:

http://www.auxsvc.usf.edu/form_distance_learning.asp

Although it could take 1-2 weeks for USF ID Card to process your application you can call the USF Card Office and get your card number over the phone. **The number to call is (813) 974-2357.**

STEP 2: Activate your Net ID

The Net ID is a secure login which is required to access the MyUSF Portal (the gateway to your course on Blackboard). To get your Net ID, go to: **<https://una.acomp.usf.edu>** and click on “**Are you a new user? Sign Up!**”

- • enter your USF ID number (**EITHER your U-Number, OR the number on your USF ID Card beginning with 640013**)
- • enter your date of birth
- • enter your social security number
- • create a password
- • write down your Net ID and password
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Tutorial on Creating a Net ID:

http://www.acomp.usf.edu/help/videos/source/new_netidwithaudio.html to watch a video instruction for creating a Net ID.

STEP 3: Sign in to MyUSF

MyUSF Portal is located at: <https://my.usf.edu/> (Use your Net ID and Password from Step 2)

Once you sign-in, the courses you are enrolled in will appear under the courses tab at the top of the screen. Information on using Blackboard for your on-line course can be found at:

<http://www.acomp.usf.edu/feed.php?group=myusf&item=students>

STEP 4: Email Accounts at USF

About @mail.usf.edu or Official USF Email Account

All registered students will automatically be assigned an official USF email account (@mail.usf.edu) which is used exclusively by Blackboard for all course correspondence and announcements.

- Go to: <https://una.acomp.usf.edu> and click on “**Activate your USF Email account**”.
- You can set this email to forward to your personal email account.