

SWU Login

Your SWU credentials are as follows:

User ID: firstnamelastname (ex: johndoe)

Default Password: lastname+lastfiveSSN (ex: doe12345)*

*Password is case sensitive and is temporary. If you do not have an SSN, your default password will be *helpdesk*.

How Do I Access mySWU?

To login to mySWU, follow these steps:

- ♦ Visit www.swu.edu and click on the link to **mySWU** in the left hand menu (or go to <https://my.swu.edu>)
- ♦ Enter your User ID and Password.
If you forget your password, click the *I Forgot My Password* link and follow the step-by-step directions to select a new password.
- ♦ Click on *Login*.

How Do I Check My SWU Student E-mail?

To access your Southern Wesleyan University e-mail, follow these steps:

- ♦ Login to **mySWU** using the steps above.
- ♦ Click on the *Students* tab under menu in the top right-hand corner of the page.
- ♦ Under *Other Resources*, click on *Email*.
All SWU students are expected to check SWU email regularly. If you have difficulty accessing your account, please contact Information Technology at 864-644-5050.

How Do I Access Course Syllabi?

To download Course Syllabi, follow these steps:

- ♦ Login to **mySWU** using the steps above.
- ♦ Click on *mySWU Courses* under *Other Resources*.
- ♦ From the Courses drop-down at the top of the page, choose the course for which you would like to view the syllabus.
- ♦ Click on *Syllabus*.
- ♦ Click on the *link* to the syllabus.

If you have specific questions regarding course expectations or specific assignments, please contact your instructor directly. To access instructor information, click on the *People* link in the menu on the left.

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How Do I Check My Grade Report?

To access your Grade Report, follow these steps:

- ♦ Login to **mySWU** using the steps above.
- ♦ Click on *Students* under the menu in the top right-hand portion of the page.
- ♦ In the dark blue box on the left side of your screen, click on *Grades and Reports*.
- ♦ In the *Grade Report* box, select the appropriate term; make sure you click on an **AGS** term (example: *2011-12 Acad Year - AGS Spring*).
- ♦ Click *View Final Grade Report*.
- ♦ To access a printable version of your grade report, scroll down to the bottom of the page and click on (*Print SWU Grade Report*).

Please note: To access an **Unofficial Transcript**, click on *Grades and Reports*. In the *Unofficial Transcript* section, click *View Unofficial Transcript*. To access a printable version of your unofficial transcript, scroll down to the bottom of the page and click on *Custom Transcript*.

How Do I Access My Student Account?

To access your Student Account, follow these steps:

- ♦ Login to **mySWU** using the steps above.
- ♦ Click on *Students* under the menu in the top right-hand portion of the page.
- ♦ In the *Student Accounts* section, click on *Check My Account Balance*.
- ♦ Click on the \$ *amount* due to see a detailed transaction history for your account.
- ♦ To make a payment on your account, scroll down to the bottom of the page and click on *Make a Payment* and enter the amount to pay. Click on *Submit*.
- ♦ From here you can select *Credit* or *Card E-Check* and fill out the information for the payment and click on *Continue*.
- ♦ If you have difficulty accessing your account, please contact Student Accounts at 864-644-5520.

If you encounter problems, please contact Information Technology at techsupport@swu.edu or call 1-800-289-1292 x. 5050. Have your student ID number available when you call.