

SET UP YOUR ACCOUNT

Dear Student,

In preparation for the fall semester, we have included your Olivet username and temporary password formula below. If you haven't already logged in, this will enable you to access Olivet's network on campus, log into your email, and explore Olivet's portal (My.Olivet).

Before you begin, view your detailed instructions [here](#).

Username: Check your email for "It's Time to Set Up Your Account!"

Password (example): ONU-1234abc

- "ONU" is capitalized
- Don't forget the hyphen after "ONU"
- Replace "1234" with the last 4 digits of your Social Security Number. If the last 4 digits of your SSN do not work, then use the last 4 digits of your student ID number.
- Replace "abc" with the first 3 letters of your last name, lower-case.

If you are having issues logging in with your username and default password, please try replacing the last 4 digits of your social security number with the last four digits of your student ID number.

Please contact Olivet's Information Technology Help Desk at 815.939.5302 if you have any questions about this process.

We look forward to seeing you soon!

The Office of Admissions

P.S. Once you log in to your Olivet email account using the instructions in the link above, you should have an email waiting for you from MedProctor with more information on how to register and submit your health form. You can also visit our Health Services webpage by clicking [here](#).

