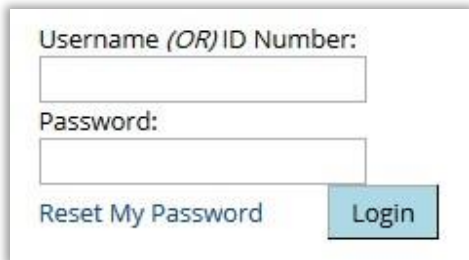


## Student Account Creation Process

Please refer to this document to understand both Candidate and Student Role accounts. Also included are details pertaining to account access following graduation and permanently withdrawn students...

1. Prior to admittance the prospective student receives:

### Candidate Role

Account Type	mySWU Account is created with the Candidate Role
Description	This gives limited access to mySWU as a candidate. No email or Canvas access is given at this level. Students will login using their ID number and the password given using this section: 
When	When Admissions sets: <ul style="list-style-type: none"> <li>• Stage 5 or 8 applicant</li> <li>• Stage 105 AGS applicant</li> </ul>
Prerequisites	There must be an email address in EX. Date of birth and social security number are also required for password resets to work.
Notification	Email is sent to the student with the login credentials.


2. After admittance, the new student receives:

### Student Role

Account Type	Full account is created with the Student Role
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# Knowledge Base

Category | Account Creation  
Reviewed | MAY 2017

Description	<p>The active directory account is created at this point. The student will have access to:</p> <ul style="list-style-type: none"><li>• Additional portals in mySWU</li><li>• Canvas</li><li>• computer logins</li><li>• SWU student email</li><li>• library resources</li></ul> <p>Students will use the <a href="#">Single Sign-On Login</a> to get access to all resources:</p> 
When	Exactly four weeks prior to the first class meeting date ( <a href="#">automated process if prerequisites are met</a> ).
Prerequisites	Academic Records must have set the actions RECLRG or RECLRU.
Notification	Email is sent to the student's personal and SWU email accounts.

## 3. After Graduation

A notice will be sent explaining that the account will be removed. Approximately 60 days after graduation, the account will be deleted. The student will still have access to mySWU for alumni access and access to grades and transcripts. All other access will be removed. Graduates will have to access mySWU using their ID number in the same way that candidates must do so.

## 4. Permanently Withdrawn Students

These accounts will be removed two months after their permanent withdrawal date. They will continue to have access to mySWU using their ID number, as described in the candidate section of this document, to access items like grades and transcripts.

## 5. Resetting Student Passwords

If a student cannot access their account, defer them to [Resetting Password for mySWU](#).