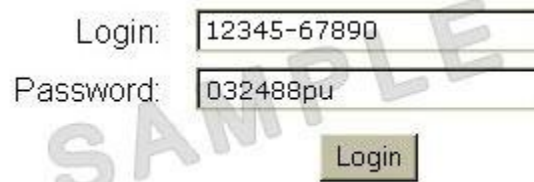


PURDUE COLLEGE OF TECHNOLOGY ANDERSON NETWORK & ONLINE ACCESS

ACTIVATE YOUR PURDUE CAREER ACCOUNT AND SET YOUR PASSWORD

Your Purdue Career Account is used to access the SSINFO (Student Services Info), most ITaP (Information Technology at Purdue) services, WebCT course websites, your Purdue Webmail, and more

1. Go to www.ssinfo.purdue.edu and click on Login in the top Main Menu bar.
2. For the **Login**¹, use the Purdue Identifier (PUID) that is listed on the back of the Entering Student Planning Calendar that came in your Admissions "Congratulations!" packet OR at the top of the Admissions Response Form.



The image shows a login form with two input fields and a button. The first field is labeled 'Login:' and contains the text '12345-67890'. The second field is labeled 'Password:' and contains the text '032488pu'. Below the password field is a button labeled 'Login'. A large, semi-transparent watermark reading 'SAMPLE' is overlaid on the form.

For a temporary² **Password**, use your birthdate + pu (MMDDYYpu). For example, if you were born 3/24/88 (March 24, 1988) your Temporary Password would be 032488pu. Use leading zeros for single-digit months and days (03 instead of 3).

3. You will be asked a few questions to verify your identity. These questions are based on information you entered on your admission application or from other sources.
4. Once your identity has been verified, you will be required to change your SSINFO Password.

"Current Password" is your temporary password, birthdate + pu (MMDDYYpu).

"New Password" must have a minimum of eight (8) characters and at least one (1) must be a number. It must contain a mix of letters and numbers or symbols. It cannot contain spaces or control characters.


To ensure that all your Purdue passwords are synchronized, leave the top "option" selected. It's the default option.

¹ Once you have your Career Account Alias setup, which you'll do in these instructions, you can use that to login to SSINFO as well.

² You will be able to use your Temporary Password ONLY ONCE unless you have your SSINFO password reset by a member of ITaP Customer Service (765-494-4000).

GET YOUR CAREER ACCOUNT ALIAS

1. Go to: <http://www.itap.purdue.edu/DIRECTORY/>
Type your name and click Search.

2. When the system finds you, click:  [more](#)
You will see:
Career Acct. Login: xyzeester
This is your Career Account Alias.

ACTIVATE YOUR PURDUE EMAIL ACCOUNT

1. Go to: <http://www.itap.purdue.edu/DIRECTORY/>
This time you do not need to search for yourself.



2. Click:
3. You will be asked to login:
For User name, use your Career Account Alias.
For Password, use the SSINFO password you created.
4. You will see a screen of settings. Click Change Service in the column on the right in the Service row (third row from the bottom).
5. You will come to a screen where you can set your email options.

Select **Forward** to have your purdue.edu email forwarded to a different e-mail account that you specify.

Select **Store** to access your purdue.edu email with a POP or IMAP mail client that you set up to read YourAlias@purdue.edu.

A dialog box titled "Service" with a black border. It contains the text "Please select a mail delivery service:" followed by a dropdown menu showing "forward". Below the dropdown are two buttons: "Ok" and "Cancel".

Service	
Please select a mail delivery service:	forward
Ok	
Cancel	

Do NOT select **Reject** as your Purdue e-mail account will be used for important correspondence.

TEST LOGGING ON IN A LAB

1. In a Purdue COT Anderson lab, test logging onto the system.
For User name, use your Career Account Alias.
For Password, use the SSINFO password you created.
For Log on to, use SWT.

PURCHASE SOFTWARE AT A DISCOUNT

1. First, see the list of available software:
<http://www.itap.purdue.edu/shopping/online/software/>
Click on: Pre-order software from BoilerCopyMaker (near the top of the page).
You will be asked to login with your career account alias and password.
2. Click on Add for any software you want. Then click Checkout.
3. Click Complete this Order.
This will order the software for you. You can pick it up on main campus in the BoilerCopyMaker shop in Room 157 of the Purdue Memorial Union at 101 North Grant Street.
4. If you want to have the software shipped to you, use this form:
<http://www.itap.purdue.edu/shopping/files/MailOrderShip&Pay.pdf>
Shipping and handling \$6.50

CHECK OUT OTHER RESOURCES

1. Check out resources available for students at:
<http://www.itap.purdue.edu/tlt/student/index.cfm>