

BGSU E-mail Account Creation

A BGSU e-mail account is a free account available to all current and admitted BGSU students, faculty and staff. With your account, you will have access to your e-mail, contacts and calendar on the BGSU's Exchange Server. As a member of the BGSU community, you will also need this account to get access to various online resources, including the MyBGSU web portal, MyFiles, ePortfolio, to login to a Windows system in any BGSU computer lab or office, etc. It's for this reason that your BGSU userid and password are also called your authentication userid and password.

With your BGSU ID

If you have a BGSU ID number and a computer with Internet access, you can register for a BGSU account using a current version of Internet Explorer, Firefox or Safari by accessing the [BGSU Account Registration Page](#).

In order to activate your account, you will need to have the following:

- Your BGSU ID number (e.g. 0123456789 -or- P012345678)
- Your Last Name
- Your Date of Birth
- A Mac OS X or Windows XP (or later) computer with an Internet connection.
- A current version of Internet Explorer, Firefox or Safari.

You can also go to a registration site. If you are on the main campus, please go to any of these BGSU Registration Sites with your BGSU ID. An ITS employee will help you start the process.

REMEMBER:

- Write down your new username and password. Keep this information in a safe place until you have it memorized.
- Your e-mail account will be ready to use approximately one hour after you have completed the activation process. Then you can go to <http://www.bgsu.edu> and click the "BGSU Email" link to login.
- Your access to the MyBGSU web portal will be enabled as soon as your e-mail account is created. This is the account you will use to sign up for My Room & Meals, take placement tests and request an Orientation date. Then you can go to <http://www.bgsu.edu> and click the "MyBGSU" link to login.

If you need help at any point during the registration process, please contact the Technology Student Services (tsc@bgsu.edu, 419-372-0999) and a staff member will assist you.