

**A Quick guide to understanding where to use which user name and password.****How do I get my usernames and passwords?**

Faculty and instructors use multiple electronic systems at Millersville. Accounts for or access to each of these systems is created in a process that flows through multiple offices and contains both manual and automatic components. Typically you will receive your “M#” from the HR office. You may receive your Outlook email address and initial email password from your School or College office. Ultimately you will receive an email from IT Help Desk forwarded through your School office with confirmation of ESS account creation and instructions on how to use MyAccount@MU to synch your password for myVILLE, Outlook email, D2L, MU Video and ESS.

**Who do I call if I have questions about my accounts and passwords?**

Please contact the IT Help Desk at (717)871-7777 for password assistance and to confirm the status of any of your accounts. The Help Desk may direct you to either HR or your School office depending upon the current stage in the account creation process.

**Where do I go to log in?**

Begin at the Millersville University Homepage <http://www.millersville.edu/>. At the top of the page hover over “Faculty and Staff” and select “Logins”. The “Logins and Services Directory” will appear. From this directory you will be able to log in to most of the web based systems that you will use to do work at the University. You may also find log in access to some of these services from other Millersville University webpages. Remember your username and password are NOT the same for all Millersville systems.

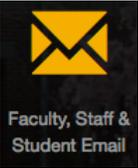
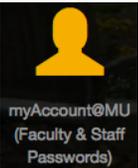
**When do I use which username and password?**

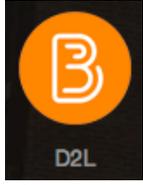
Your “MAX” ID is your “M#” and 6 digit pin.

Your Outlook email username and initial password may be the first information you receive to log into any Millersville system. With this initial username and password you will be able to log into both email and D2L and log into MyAccount@MU to perform first time account set up. myVILLE account set up allows you to designate a new password and then begin using that password to log in to not only email and D2L, but also ESS, MU Video, and the myVILLE portal.

After you set up your myVILLE account at MyAccount@MU, you will use your “myVILLE ID” (username and password) for email, D2L, MU Video, and the myVILLE Portal. Your myVILLE username is typically your “firstinitiallastname”. Your myVILLE ID may also be referred to as your “Domain”, “email” or “AD” ID.

ESS login uses your myVILLE password but uses your full email address as your username. You MUST go to MyAccount@MU and perform account set up in order to log into ESS.

Account or System Name	Office responsible for account or access	What you do in this system	Username and password for this system
M# (aka MU ID)	Automatically generated when HR enters user into database.	The M#, an uppercase M followed by 8 numbers is used to identify a user in the University database. The M# becomes your username to access the MAX system. The M# is located on your University ID card.	This is not a system. This is a number used to identify a user.
 <p>Faculty, Staff &amp; Student Email email aka Outlook, or Exchange</p>	IT creates account with information provided by HR.	Send and receive email. Access university employee email address book. Access Outlook calendar and meeting scheduling features.	<p>Faculty email address = <a href="mailto:firstname.lastname@millersville.edu">firstname.lastname@millersville.edu</a></p> <p>Username= "firstinitiallastname"</p> <p>Initial Password will be sent from IT forwarded through your School office. Use initial password to log into myAccount@MU to synch your email, D2L, ESS, wifi access, MU Video and MyVILLE accounts.</p>
 <p>myAccount@MU (Faculty &amp; Staff Passwords) myAccount@MU</p>	Each individual enrolls him/herself.	Once enrolled, a user's "myVILLE" password becomes synced for multiple systems and users may use the "reset forgotten password" function without calling the help desk for password maintenance. All password changes should be made through myAccount@MU and NOT through email or D2L systems.	<p>Use email username and password to log into myAccount@MU</p> <p>Please call the IT Help Desk at (717) 871-7777 for all password support issues.</p> <p>Once password is set using myAccount@MU, the same "myVILLE" password will be used for email, D2L, ESS, wifi access, MU Video and myVILLE portal access.</p>
 <p>MAX</p>	Account automatically created when Registrar enters user information into database.	Faculty use MAX to see course assignments and class rosters, request D2L courses, enter grades etc.	<p>User ID = M# Password= MAX Pin (6 digit pin)</p> <p>Please call the IT Help Desk at (717) 871-7777 for all password support issues.</p>
 <p>ESS; PASSHE Employee Self Service</p>	Payroll requests account creation of IT. IT creates with information entered into database by Payroll and HR.	View paystubs, submit leave requests, view benefit plans, edit personal data, etc.	<p>Username = full email address</p> <p>Password= myVILLE password set by the user at myAccount@MU. Same password as email, D2L, MU Video and MyVILLE Portal.</p>

Account or System Name	Office responsible for account or access	What you do in this system	Username and password for this system
 <p>myVILLE portal</p>	IT	The portal allows for access to multiple systems that use the myVILLE username and password, without having to log into each system separately. Beginning Fall 2015, Faculty will be able to access functions of MAX through the Portal- without the need to log in to MAX separately using the M# and MAX pin.	<p>Use myVILLE username and password to log into myVILLE portal.</p> <p>Please call the IT Help Desk at (717) 871-7777 for all password support issues.</p> <p>Once password is set using myAccount@MU, the same “myVILLE” password will be used for email, D2L, ESS, wifi access, MU Video and myVILLE portal access.</p>
 <p>MU Alert</p>	Each individual user enrolls him/herself.	MU Alert allows Millersville to communicate school closings, delays and other information of significant immediate importance. The user designates which email or devices from which to receive alerts.	Full Millersville “@millersville.edu” addresses are used to create accounts. Passwords are then created by individual users and can be reset using the MU Alert forgot password feature.
 <p>D2L</p>	Automatically created when HR enters user information into database. Maintained by IT after initial creation.	D2L is an online learning management platform used to share content, create discussions, communicate assessments and more.	<p>Use initial email or myVILLE username and password to log into D2L.</p> <p>Please call the IT Help Desk at (717) 871-7777 for all password support issues.</p> <p>Once password is set using myAccount@MU, the same “myVILLE” password will be used for email, D2L, ESS, wifi access, MU Video and myVILLE portal access.</p>
 <p>MU Video</p>	Account automatically generated when IT creates email account. Accounts become active when user logs in for first time.	MU Video allows users to create, upload and share multi media (video) related to coursework and University interests. Media in MU Video is integrated with D2L.	<p>Use myVILLE username and password to log into MU Video.</p> <p>Please call the IT Help Desk at (717) 871-7777 for all password support issues.</p> <p>Once password is set using myAccount@MU, the same “myVILLE” password will be used for email, D2L, ESS, wifi access, MU Video and myVILLE portal access.</p>
 <p>wiki</p>	IT	Used to house resources and documentation including D2L Resources, Instructional Technology Resources and IT Technical Assistance Center pages.	Most users will not need to log into the wiki to reference materials housed there. However once password is set using myAccount@MU, the same “myVILLE” password may be used to log into the wiki.

