

STUDENT ACCOUNT SETUP & INFO RETRIEVAL

Step 1 – Are you a Cooperative Credit Program student?

If you are taking a class from a partnering or “cooperative” agency (nonprofit, company, school district, etc.) and are receiving academic credit from PSU for the class, you are considered a **Cooperative Credit Program** student. Cooperative credit students register for classes at various points during the normal PSU academic calendar, and it can take time for PSU to receive and process your registration. If you are a first-time PSU student, you will not be able to access your student account information until we have processed your registration. Therefore, you may need to wait until the end of your class to follow the instructions below. If you are applying for graduation for a degree at PSU and you are taking a cooperative credit course, visit www.pdx.edu/ceed/co-op (click on “Information for Students”) to learn how to prevent delays with your graduation application.

→→→→→All PSU students! ←←←←←

As soon as you are registered, you will need to follow the instructions below so that you can access your PSU accounts online.

Step 2 – Odin Account Manager (OAM)

You can access your PSU account (grades, receipts, schedules, etc.) through either the Banweb or the myPSU website. Before you can access information on either site, you will need to complete what’s called the “OAMing process.” In other words, **you will need to go through the Odin Account Manager (OAM) website in order to access your student account information on Banweb or myPSU. The OAM process centralizes your login information for PSU system websites so that you only have one username and password. It also allows you to reset your password if you’ve forgotten it – without having to call PSU.** As of January 2010, PSU requires all students, faculty, and staff to “OAM themselves.” Follow these instructions to “OAM yourself.”

1. Go to www.banweb.pdx.edu and enter your PSU Student ID Number and password.
 - You should have received your PSU Student ID Number by mail or email. See “Student Identification – PSU OneCard” on the reverse page for more information. The default password is your 6-digit date of birth (MMDDYY).
 - If you don’t remember your PSU Student ID or password, call Admissions (503-725-3511, option 5). Ask to have your password reset to your 6-digit date of birth (MMDDYY).
2. Once you’ve successfully logged into Banweb, you should be re-directed to the OAM registration page (www.oam.pdx.edu). Enter your login information again and follow the instructions. If you need assistance, contact the Office of Information Technologies (OIT) Help Desk at 503-725-HELP (4357).
 - You will have the option to link your PSU email account to your preferred personal email account so that PSU email gets forwarded to your personal account. If you don’t intend to check your PSU email account regularly, **we highly recommend that you link it to your personal email account. PSU sends important account-related information (such as bills) to students via email.**
 - Keep your 9-digit PSU ID Number, username (PSU email address), and password in a safe place.
 - After completing the OAMing process, you may now access your student account information through Banweb (www.banweb.pdx.edu) or myPSU (www.my.pdx.edu).

STEP 3 – Accessing grades, receipts, etc.

PSU does not send out grade reports via mail; students are responsible for retrieving their own grades. Any grade issue that is unresolved after one year will be subject to the petition process in order to be resolved. **We suggest that you print and save a copy of your receipts and grades at the end of each term.**

Once you've gone through the OAMing process described above, you can login to either Banweb or myPSU to access your student account information. Use your username or PSU Student ID and the password you created when you "OAMed yourself."

- To access student information using Banweb (www.banweb.pdx.edu), login and click the "Student Services" tab. Click "Student Records" to access grades, unofficial transcripts, and receipts for payment.
- To access information using myPSU (www.my.pdx.edu), login and click the "Student" tab.
- If you would like a copy of your official transcript, visit the Registration and Records website (www.pdx.edu/registration/transcripts.html) or call the Transcripts Request Desk at 503-725-8193.

STEP 4 – Contact us for help

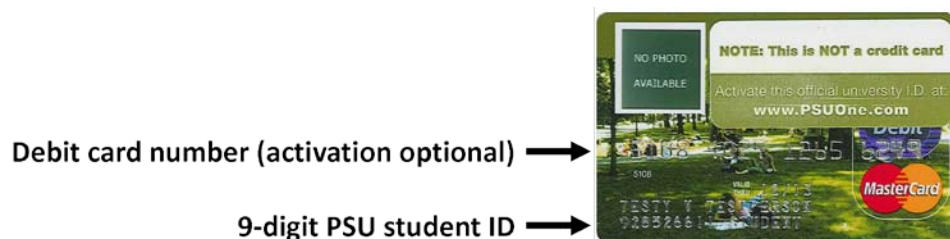
If you did not provide your Social Security Number or date of birth when registering, contact Mark Mentzer at 503-725-4825 or mentzerm@pdx.edu. If you have not yet OAMed and you need to have your Banweb password reset, contact Admissions at 503-725-3511 and select option 5. If you have trouble with the OAMing process, contact the Office of Information Technologies (OIT) Help Desk at 503-725-HELP (4357). If you need additional assistance, contact Paul Beaulieu at 503-725-8279 or ceed@pdx.edu.

Student Identification – PSU OneCard

The official Portland State University student identification card is called the **PSU OneCard**. It is used to access the library, fitness center, dining services, and more. You may opt to use it for financial aid disbursement and other university-related financial transactions, and it can be used as a debit card if you choose to open a OneAccount checking account. For more information about the PSU OneCard, including your options for activation (identification only, accessing PSU financial services, or debit card), visit www.pdx.edu/bao/psu-onecard.

What does the PSU OneCard look like?

The PSU OneCard looks like a credit card. Often people receive their OneCard in the mail and throw it away without realizing what it is. **Examine your mail carefully so that you don't accidentally discard it.** A federal mandate prohibits PSU from using Social Security Numbers as student ID numbers. The OneCard contains a 9-digit Student ID in the lower-left corner. This is your permanent ID number – it will never change. **Use this number whenever you sign-up for a class at PSU to avoid issues with your registration.** The 16-digit number in the middle of the card is for university-related financial transactions and the optional debit card feature. If you do not wish to use the financial features of the card – **DO NOT THROW IT AWAY.** It is your student ID.



When will I get my PSU OneCard?

If you go through the traditional university admissions and registration process, you will receive a PSU OneCard in the mail shortly before your first term. If you are a Cooperative Credit Program student (see step 1 above) or a new non-degree seeking student, you may not receive a OneCard right away. You should, however, receive an email which provides you with your student ID number. If you are sure that your registration has been submitted to PSU and you have not received this confirmation email, contact Mark Mentzer at 503-725-4825 or mentzerm@pdx.edu. If you have not received your PSU ID by the time grades become available, contact Paul Beaulieu at 503-725-8279 or ceed@pdx.edu.

If you have other questions about being a Continuing Education student at PSU, read our **Student Handbook**: www.ceed.pdx.edu/handbook_student.php