

ONLINE ACCESS INSTRUCTIONS

You can access your Saint Louis University email account and Banner Self-Service Information through the mySLU portal. Once you have successfully logged in to mySLU, you will be able to log into your SLU email and pay your SLU LAW deposit. Please carefully follow the steps outlined below to complete the process to log into mySLU.

1. Change your SLU Net Password by going to <http://password.slu.edu>
2. Login using your SLU Net ID and SLU Net Password. You will find your SLU Net ID on the “Terms of Admission” sheet included with your Acceptance Letter.
 - a. Your initial SLU Net Password is the last 6-digits of your Banner ID preceded by “Id”. (The “I” is capital.)
 - i. Example: Your Banner ID is 001234567 then your initial SLU NET Password is Id234567.
 - b. You are required to change your SLU Net Password before accessing SLU systems and then every 180 days.
3. The form will ask you for your “old password”, this will be the initial password previously discussed.
4. Create a new password and click Submit.
 - a. Your new password must contain the following:
 - i. One (1) capital and one (1) lower case letter
 - ii. One (1) number
 - iii. A minimum of eight (8) characters
 - iv. No special characters (: * % ! . ,)
 - v. Cannot contain 3 consecutive letters from your legal given name
5. After you click “submit,” you will be prompted to create your Password Challenge Questions. These will be used in case you forget your SLU Net ID password. By answering the questions at <http://password.slu.edu> you will be able to reset your password yourself.
6. Once you receive the confirmation page, your password is now set for all systems.
7. After resetting your password, you must complete Login 2, which is a multi-factor authentication login method. Please go to login2.slu.edu. Click update contact information, and sign in with the new password. At the initial prompt, type in your date of birth, mm/dd/yyyy. For example, if your date of birth is January 7, 1985, your initial pin is 01/07/1985 (must include the //). You then must add at least one phone number. After you complete Login 2, then you can log into mySLU.

Now that you have your SLU Net ID and password, you can log into mySLU and activate your email.

1. Go to <http://myslu.slu.edu>

2. Enter your SLU Net ID and your SLU Net ID password
3. Click Login
4. Once you are logged in to the mySLU portal, click on “Tools”
5. Click on the Office 365 Email sl.u.edu icon, and you should have access to your email account.

For additional assistance, call the ITS Customer Service Desk at (314) 977-4000.

If you would like to pay your deposit through your mySLU account, please take the following steps:

1. Login to your mySLU account
2. Select “Tools” from the navigation bar and then click the Payment Suite icon. The mySLU system is an integrated sign-on system and thus you will not need to enter a username or password when clicking on the Payment Suite through the mySLU portal.
3. Select “Deposits” from the navigation bar at the top of the page.
4. Select “Fall 2018-2019” and click on Select, then select “JD Law School Deposit Fall 2018”.
5. Enter the amount of the deposit.
6. Click on “Make a Deposit Payment”
7. Enter payment information (you may pay with a Visa, MasterCard, Discover, American Express, or using your Bank Account). If you pay with a credit card, the average convenience fee is 2.85% and non-refundable.
8. Print a payment confirmation for your records.

If you would like to add an Additional User who can submit tuition payments on your behalf, click on the Home icon within the Payment Suite, and then select “Authorized Users” under the “My Profile Setup” on the right side of the home screen. Once you set up the Authorized User, you will need to provide that person with the following instructions:

1. A password will be sent to the email address provided by the student who registered the authorized user.
2. Visit <http://billpay.slu.edu> and login using the email address and password provided.
3. The Authorized User may view the student’s ebill, make payments, or enroll in a payment plan.