New Student Introduction

2022 Edition
Welcome to Rose-Hulman’s tutorial on our self-service password manager.
You’ll also be introduced to campus resources and learn how to access your email from off campus.
It is important to set up your account, as over the summer you’ll receive emails alerting you to information intended to prepare you for your arrival to campus!
Your first Email will have instructions on how to access your Summer Jumpstart checklist.
Having Technical Issues?

Contact the EIT Service Desk

812.877.8989
servicedesk@rose-hulman.edu

Monday-Friday,
8:00am to 5:00pm EST
Password Rules

It is important to start considering a password since your password must follow certain criteria.

Passwords must be:

• **8 to 127 characters** in length

Contain at least three (3) of the following:

• **UPPER-CASE letters** (examples: Q, W, E, R, T, Y, etc.)
• **lower-case letters** (examples: q, w, e, r, t, y, etc.)
• **Numbers/Digits** (examples: 0, 1, 2, 3, 4, 5, etc.)
• **Special Characters** (examples: @, $, %, &, ?, !, etc.)

Cannot contain your first or last Name, or Banner ID.

A Phrase is typically stronger and easier to remember.

Phrases from songs, movies, or books typically work well.
To start, open a web browser such as Edge, Chrome, or Firefox and go to:

myapps.microsoft.com

Enter your Rose-Hulman email address and click Next.
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Enter your Rose-Hulman email address and click Next.

Enter your Rose-Hulman network password and click **Sign in**
Self-Service Password Manager

To start, open a web browser such as Edge, Chrome, or Firefox and go to:

myapps.microsoft.com

Enter your Rose-Hulman email address and click Next.

Enter your Rose-Hulman network password and click Sign in.

It’s up to you if you wish to remain signed in, but you may be prompted again in the future.

This is not a permanent setting.
Multi-Factor Authentication

You will receive a prompt requiring more information.

A Multi-Factor Authentication (MFA) sign-in method is required for added account security.

If you have no MFA sign-in methods configured, you will need to go through an initial setup page.

Click Next
Self-Service Password Manager

Authentication Methods

The Keep your account secure dialog will default to setting up the Microsoft Authenticator app. If you would prefer to setup a Phone number or alternate Authenticator app, you may do so by clicking the appropriate link.

It is highly recommended to use the Microsoft Authenticator option
(App available for iOS/ Android)
Self-Service Password Manager

Authentication Methods

MFA Methods include:

- **Authenticator App** - Supports most third-party authenticator apps (Example: Google Authenticator)
- **Phone Call**
- **SMS Text Message**
- **Email** - While a non-RHIT email address can be added, it is used only for self-service password resets and not for MFA authentication attempts.
- It is recommended to setup multiple methods during this process.
- For international students, it is encouraged to add an international phone number that can be accessed during campus breaks.
Authentication Methods

Once a method has been configured, you will also be required to setup an App password which is used for older applications that do not support MFA.

After completing the steps, you will be taken to your **Account Overview** page where you can setup additional authentication methods on the **Security info** page.
For more information about Multi-Factor Authentication or for troubleshooting any issues with these steps, please contact the EIT Service Desk for assistance.

servicedesk@rose-hulman.edu
If you did not complete these steps, go back and complete them before moving on to the next segment.
Go through the following steps to change your password at myapps.microsoft.com

1. To change your password, click on Your Profile in the top-right corner and select View account
Changing Your Password

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Changing Your Password

Go through the following steps to change your password at myapps.microsoft.com

1. To change your password, click on Your Profile in the top-right corner and select View account
2. Select Change Password
3. Enter your current and new password information and click Submit.

Your password has now been changed.
Changing Your Password

If you should ever need to reset your password, go to:

https://passwordreset.microsoftonline.com
Changing Your Password

If you should ever need to reset your password, go to:
https://passwordreset.microsoftonline.com

1. Enter your @rose-hulman.edu email address
Changing Your Password

If you should ever need to reset your password, go to:

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1. Enter your @rose-hulman.edu email address
2. Enter the characters in the Captcha info and select Next
Changing Your Password

If you should ever need to reset your password, go to:

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1. Enter your @rose-hulman.edu email address
2. Enter the characters in the Captcha info and select Next
3. Select your preferred method for verification
Changing Your Password

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https://passwordreset.microsoftonline.com

1. Enter your @rose-hulman.edu email address
2. Enter the characters in the Captcha info and select Next
3. Select your preferred method for verification
4. Enter and confirm your new password, then select Finish
Changing Your Password

If you should ever need to reset your password, go to:

https://passwordreset.microsoftonline.com

1. Enter your @rose-hulman.edu email address
2. Enter the characters in the Captcha info and select Next
3. Select your preferred method for verification
4. Enter and confirm your new password, then select Finish

If your new password conforms to the password rules stated earlier, it will now be reset.
After you’ve set up the password manager, sign in and check out Campus Groups at: 

rosehulman.campusgroups.com

From here you’ll have easy access to Groups, Events and relevant information for student life.

Campus Groups is intended for current students.

To make navigating the site easier, a brief video tutorial is provided on the main page.

For even easier access, download the Campus Groups mobile app!
Once you’ve become familiar with navigating throughout Campus Groups, explore the **Class of 2026** page at:

rosehulman.campusgroups.com/2026/club_signup

Be sure to sign up and bookmark this website so you can keep up-to-date on Orientation details.
Email Access

Email

To access your email:

1. In the Campus Groups app, click the **Webmail** link under the **Engage** section.
Email

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2. Sign in with your Rose-Hulman **Email** and **Password**. Click **Next**
Email Access

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1. In the Campus Groups app, click the **Webmail** link under the **Engage** section.
2. Sign in with your Rose-Hulman **Email** and **Password**. Click **Next**
3. Once you are signed in, you will gain access to:
   - Email
   - Calendar
   - Contacts
   - Tasks/Reminders
   - And More
Accessing Banner Web

During the Summer, you will need to log into Banner Web on a regular basis to complete required forms.

To log into Banner Web from Campus Groups:

1. Click **Banner Web** under the **Engage** links section of the left side menu.

2. Sign in with your **Username** and **Password**
Accessing Banner Web

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2. Sign in with your **Username** and **Password**

You will be required to review and acknowledge the **Family Educational Rights & Privacy Act (FERPA)** when you first sign into Banner Web.

FERPA is explained in greater detail on this page and must be completed in order to continue to Banner Web.

Confirm your information and click **Next**.
Web4Proxy Overview

Web4Proxy

Once completed, we recommend setting up Web4Proxy.

- All student information available in Banner Web such as, course schedules, financial aid, as well as billing and payment information belong solely to the student.
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- Web4Proxy allows you to determine who can be a proxy, what information each proxy can access, as well as when they can see it.

- The student must give explicit permission for parents or guardians to view this info. Access can be granted, terminated or changed at anytime.
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- Parents may access Web4Proxy using the **PARENTS link on the main Rose-Hulman.edu webpage**, once they have been added as a proxy.
Transact Payments Overview

Transact Payments

Transact Payments is the online portal used to view tuition account activity, view the annual 1098T tuition tax statements and make online tuition payments.

You can access Transact Payments via your Banner Web account and selecting the Payments tab and then the highlighted link.

Transact Payments Options

- Transact Payments Student Account Online
  - Transact Payments portal to view account detail and to pay online.
  - Add funds to campus ID card
  - Use this option to add Rosie Dollars or Express Dollars to your campus card using the CBORD GET website. You can also download the CBORD GET app for your mobile phone.
- Faculty/Staff Meal Plan Purchase
- Purchase Faculty/Staff meal plan option via Transact Payments SAD store.
- Transact Payments ePayment
  - Login to ePayment for parents and authorized payers to view account detail and to pay online.
- Summer Program Application (Accelerated Math Physics)
  - Manage application to Accelerated Math Physics program
Transact Payments

As the student, you control who has access to your tuition account via the My Account menu.

By sending a payer invitation, you are inviting someone to make payments on your tuition account. This only allows them to see the tuition account activity, it does not provide access to grades or transcripts.

The **My Account** menu is how you as the student, grant others access to your tuition account.
Transact Payments Overview

Transact Payments

Online payments are convenient and provide real-time updates to your tuition account.

Paying by an electronic check is free, you will need your bank routing number and the bank account to set this up. Debit and Credit cards are also accepted; however, they are subject to a 2.75% convenience fee at check-out. (International cards incur a 4.25% convenience fee.)

If you are interested in using one of the payment plans, this is also the portal that you will use to enroll for Payment Plans once they are available.

Here you can save a payment method for future use and send an invitation to your parents or others who will make payments on your tuition account.
The campus-wide intranet, My Rose-Hulman, is the central online hub where you can expect to find campus wide events, news and resources. Check it out here:

https://rosehulman.sharepoint.com/sites/MyRH
or via the Campus Groups engage link

Simply put, it’s the main source for campus communications and information.

My Rose-Hulman is intended for Rose-Hulman students, staff and faculty.
The first time you access My Rose-Hulman, you’ll be prompted to submit your credentials.

Enter your **email** and **password**. Click **Sign in**
Conclusion

This concludes the introduction tutorial. Remember, if you have any problems with your password or logging in,

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