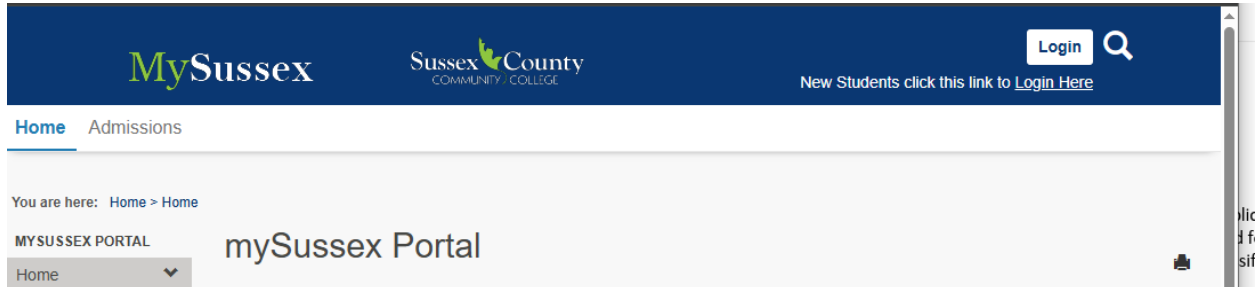


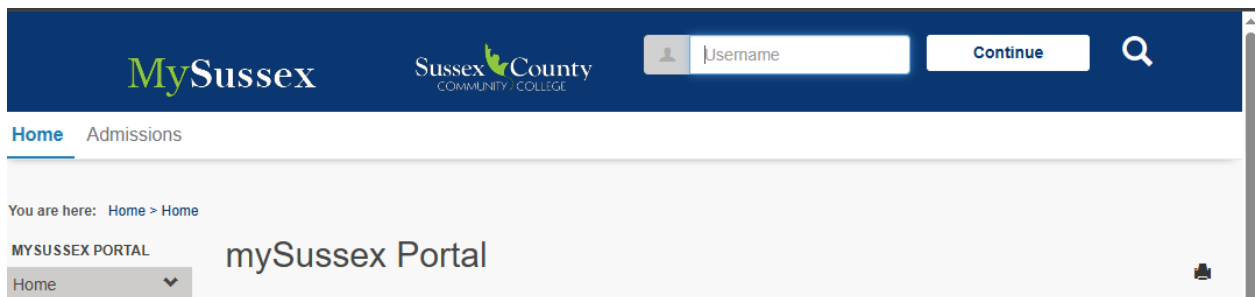
## Your First time Login to the <https://my.sussex.edu> Student Portal

Notice: These instructions are for students that submitted an admissions application and received an acceptance letter with their student id#, but that have either never registered for a class here yet, or that have not attended any classes in two years and have been therefore classified as inactive.



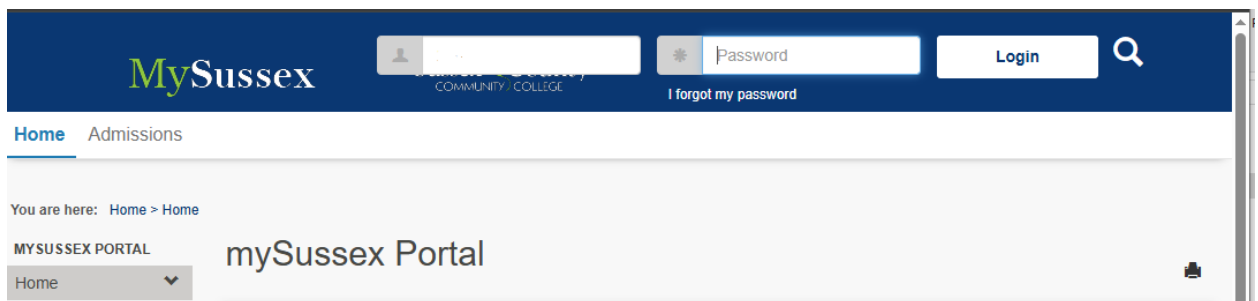
On the <https://my.sussex.edu> Student Portal page

Click on the [New Student click this link to Login Here](#)



enter your **Student id#** as your login user name.

If you followed the link in the acceptance letter and created a password, then enter your password.



You should now be logged into the Portal and you can access the **Student tab** for more information including course schedules and registration.

If you forgot your password, or never created one using the link, then click the [I forgot my password](#) link. You will then need to supply the email address that you entered on your application form. You will then get an email with a link to reset your password.

If all of this fails, or you have forgotten your student id#, then you can contact IT Service [itservice@sussex.edu](mailto:itservice@sussex.edu) 973-300-2333.

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Once you have registered for at least one class, you will then receive another email with different login instructions and be given a student college Outlook email account with a new alpha login user name based on your name. These credentials can then also use on the <https://my.sussex.edu> Student Portal and campus classroom workstations.