

ACTIVATE YOUR UNIVERSITY STUDENT ACCOUNT

Your University Student Account provides you access to the University IT systems—primarily the Microsoft Office suite of products as well as other accounts, such as email, emergency contact forms, and health records.

Email is the primary form of communication of the University. We will start sending announcements to your account beginning a few weeks prior to the semester, check your inbox for important announcements, dates and more.

To claim your account:

Log in at outlook.office.com using your full UHSP email address and password.

- **Username/email address:** firstname.lastname@uhsp.edu
- **Password:** Purple\$_____

The dashes in the password are your student ID number which can be located in your Student ID email notification or on your financial aid award letter. The “P” must be capitalized and there are no spaces.

If you have any questions, contact the IT Help Desk at 314.367.8700, ext. 5555 or helpdesk@uhsp.edu.