ACCESSING YOUR ESU EMAIL, ONLINE SERVICES & ALGEBRA EVALUATION

- With your Emporia State ID number also known as your E# (found within your acceptance letter) and your username, you will be given access to Emporia State University’s online services including:
  1. ESU Course Offerings (Student services tab)
  2. Student employment opportunities
  3. Student Email
  4. As well as many other benefits

Your Default Password:

- Default passwords are Esu#### (capital E, lowercase s and u, and #’s are the last 6 digits of your E-Number).
- Your E-Number was included in acceptance letter.
- If you do not know your E-Number, go to Buzz In. On the main page, under the “Having Trouble Logging In?” section, click on the link to Look-Up Your E-Number. This will bring you to a secure website for the E-Number lookup page.
- If you have problems with your password, click the Forget Password? link on the Buzz In login page, or click the Password Self-Service/E-Number button on the IT Helpdesk web page (http://www.emporia.edu/it/help/).
- These links will re-direct you to the new Password Self Service system that will allow you to reset your password using your newly created challenge questions. These questions are case sensitive. If you answer the challenge questions correctly, you will be forwarded to a screen to change your password

Changing Your Password for the First time:

- The first time you log into Buzz In you will be instructed that your password has expired and then you will be directed to the Password Self Service website to change your password and setup challenge questions.
- At the Password Self Service site, enter your username and default password.
  - Note: Default passwords are temporary and need to be changed immediately.
- Then enter a new password in the new password field and reconfirm password lines and click CHANGE PASSWORD. Be sure to write down your new password so you do not forget it!
- From the blue buttons on the left side of the page, select ENROLL to enroll in the Self-Management of Password (SMOP) tool and to answer the security challenge questions.
- IMPORTANT: Think about the answers you use for your challenge questions. If you forget them, you will be unable to reset your password and will have to contact the IT Helpdesk to verify your identity and have your password reset (IT Helpdesk contact information can be found at http://www.emporia.edu/it/help/).

If you have trouble with this process, please use the Step-by-Step Instructions link, under the “First Time Logging In?” section on the login page of Buzz In (http://buzzin.emporia.edu).

If You Have Lost Your E-Number:

- To look up your E-Number:
  1. BuzzIn Login Page - Click on the Look Up Your E-Number link under the “Having Trouble Logging In?”
  2. IT Helpdesk Website - Click the Password Self-Service/E-Number button
Enter your ESU username in the Username field, then enter your full Social Security Number (no spaces or dashes) in the password field, and click **Lookup ID**. Your E-Number will be displayed in **RED**.

**Algebra Evaluation**

- Once you have logged into Buzz In and reset your password, you are ready for the Algebra Evaluation. If you will not be transferring in any college math to ESU, then you will need to take the Algebra Evaluation prior to attending Hornet Connection. Make sure you have a pencil, paper, and a calculator.

- If you are pre-enrolled in the course, **Algebra Evaluation** will be already listed under **My Courses**: [https://canvas.emporia.edu](https://canvas.emporia.edu). If you need to self-enroll, go to: [https://canvas.emporia.edu/enroll/F8RNLN](https://canvas.emporia.edu/enroll/F8RNLN)

- Enter your ESU username/password at the login. You can then access the course. The instructions are on the course homepage.

- Test results are displayed at the conclusion of the test, along with the option to retake the test. You can take the test multiple times, if you would like to try getting a better score. Your test results are sent to your advisor for Hornet Connection advising.

**Accessing Your Student Mail**

- Email can be accessed through Buzz In ([http://buzzin.emporia.edu](http://buzzin.emporia.edu)).

- There is a link available under **Quick Links** on the Home tab called **Student Email**.

**Your Grades and Transcript Information**

- Go to Buzz In [http://buzzin.emporia.edu](http://buzzin.emporia.edu) and login with your user name and password.

- Click the **Academic Life** tab which has several links and information regarding courses, grades, and Financial Aid.

**NEED TECHNICAL SUPPORT?**

- If you have trouble logging into your account, contact the IT (Information Technology) Helpdesk for additional assistance (620-341-5555).

- IT Helpdesk contact information, including operating hours and locations, can be found at [http://www.emporia.edu/it/help](http://www.emporia.edu/it/help)