SDSUid Account Activation Instructions for Faculty/Staff

Step 1: Send Email

To request your SDSUid activation information, you must send an email from your work SDSU E-mail account (e.g. jdoe@mail.sdsu.edu) addressed as follows: To: sdsuid@sdsu.edu and with the Subject: SDSUid

See example below:

Alert! In this step, it is important that you use your sdsu.edu work email (e.g. jdoe@mail.sdsu.edu or jdoe@sdsu.edu). Otherwise you might not receive an activation e-mail reply (see Step 2's sample email reply).

Trouble accessing your sdsu work email?

- SDSU Email Self-Help https://azteclinkweb.sdsu.edu/apex/f?p=103:1
- SDSU Imperial Valley contact: (760)768-5532 or SDSU (619) 594-5261 Mon-Fri 9 a.m. to 4 p.m

Step 2: Receive Email

You should be receiving and an email from DoNotReplyIDM@mail.sdsu.edu within 15-45 minutes. A sample email of what you can expect to receive is below:

Your SDSUid account is ready for you!

- SDSUid: jdoe@sdsu.edu
- Temporary Activation Code: 6787158d$d - Sample only, use Temp Activation Code included in email.
Step 3: Activate your account

To activate your account visit https://portal.office.com.

- Enter your SDSUid, click next, then enter the temporary activation code and follow the prompts.

- To change your password: Go to Settings ☰ > Password

  Passwords must be at least 10 characters and include at least 1 character from 3 of these four sets: numeric, upper case, lower case, and special characters.

  If you need help or would like more information about SDSUid, visit http://sdsuid.sdsu.edu. This message was sent from an unmonitored email address. Please do not reply to this message.

Need Assistance?

http://it.sdsu.edu/sdsuid/faculty-staff-activation.aspx

Videos on how to activate and manage your SDSUid can be found at:
How Faculty/Staff can claim their SDSUid
How you can can change your SDSUid password and security settings

Need help with SDSUid? Faculty/Staff
Assistance is also available at 619-594-7343 during normal University working hours.