# GALLAUDET USER ACCOUNT

All Gallaudet students have a computer account. Follow the instructions below to activate your account.

*(Activation access begins after you are accepted for admission to Gallaudet University.)*

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Your Gallaudet account will be created within 48 hours of your acceptance to the University. Prior to accessing your computer account, you must first set your password. Follow these steps:

1. Go to newuser.gallaudet.edu.
2. Click on the “New User Activation” link.
3. Type in your (legal) firstname.lastname. Your Gallaudet login ID is your official or legal first name and last name. Do not use your nickname as your first name.
4. Fill in the necessary fields to set your new password. Your Gallaudet ID number is located on the upper right-hand corner of your acceptance letter.
5. After your password has been set, go to selfservice.gallaudet.edu and log in using your new password (ignore the “reset password page”).
   - Click on the enrollment tab and complete the registration process by selecting three security questions and answers, and also update your personal (non-Gallaudet) email account information under verification code.

You’re now ready to use your new password to access your Bison, email, and my.gallaudet. For more information, click on the “New User Information” link on the left column in your Bison account.

## SET UP INSTRUCTIONS

**DESCRIPTION**

Your Bison gives you access to your:

- Enrollment e-forms
- Health waiver
- Class schedule
- Class and business registration
- Grades
- Meal plan selection
- Student account balance
- Transcript history

Your personal Gallaudet email account (firstname.lastname@gallaudet.edu) gives you 25 GB storage. Gallaudet students are expected to check their email daily. All communications (campus-wide announcements, class-related information, emails to/from professors, etc.) will be done through your Gallaudet email account once it has been activated.

My.Gallaudet (also known as “Blackboard”) gives you access to your academic information through the “My Gallaudet” web portal. Students use Blackboard to:

- Access online course materials
- Upload assignments
- Take quizzes
- Participate in online discussion forums
- Store academic documents
- Access other academic resources
### BISON
bison.gallaudet.edu

- **Complete the mandatory two-step process in your Bison account during online business registration if you do not want Gallaudet’s health insurance.** 1) Fill out the Health Insurance Waiver Form. 2) Upload a scanned copy of your health insurance card (front and back) with your student ID number.

  Navigation: On the left menu, click on Self Service → Online Business Registration → Student Health Insurance. Follow the instructions to waive or purchase insurance.

- **Check the “Holds”** and “To Do List” for remaining forms** and fees you need to submit to complete your enrollment process and to ensure all of your documents and fees have been received by the Admissions Office. If a form or fee has been received, the item will disappear from the list. Navigation: On the left menu, click on Self Service, then on Student Center. View the “Holds” and “To Do List” on the right.

- Select your meal plan. Registration for selection begins two weeks prior to the start of the semester.

  *The “Holds” section must be blank before your academic advisor can register you for your courses. If your immunization records are not sent or if they are incomplete, you will be put on hold.

  **Check your acceptance packet for all the necessary forms or download the forms from the ugacceptance.gallaudet.edu website.

### EMAIL
mail.gallaudet.edu

- **Check your Gallaudet email** from Gallaudet staff regularly about:
  - Enrollment procedures
  - Placement testing
  - New Student Orientation (including Pre-Orientation information)
  - Academic advising and classes
  - Financial aid

  *You can set forward your Gallaudet email to another personal email account. Navigation: At top right corner of your Gallaudet email window, click on Settings → Forwarding and POP/IMAP.

### MY.GALLAUDET Academic Portal
my.gallaudet.edu

- **Take the Placement Tests.** The Placement Test coordinator will contact you and let you know when you need to take the test. Please check your Gallaudet email often for instructions on taking the Placement Tests on this academic portal.

- **Complete the Student Checklist.** After logging in, click on Academic Advising Portal (in the My Organizations Plus box) and then on Student Checklist (left column menu).