

How to Login to myOswego

1. You must be an active faculty member, an advisor or staff person at Oswego State with an activated account.
2. Connect to the myOswego page: using your web browser (AOL is not supported) type <http://myoswego.oswego.edu> or myOswego on any computer on campus.
3. Click SIGN IN
4. Enter Your ID
5. Enter your PIN
6. Click Login
7. LOGGING OFF – Please use the EXIT button found on each form in the upper right corner to ensure you have totally exited from your session.

Signing in for the first time

1. You will be required to change your PIN. It must be six-digit and can be alphanumeric. Enter your original PIN, then enter your new PIN twice and click Submit.
2. You must supply a security question. At the prompt, type in a question and an answer, something that you can easily remember, for example:

Question:

What is my mother's maiden name?

Answer:

Smith

You will use this question and answer to reset your PIN if you forget it.

Change your PIN

(This is recommended at any time you feel the need to enhance the security of your records.)

- Enter the Personal Information Menu
- Choose Change PIN
- Enter your current PIN followed by your new PIN twice as indicated on the Form (Must be 6 digits long)
- Click the Change PIN button – You will automatically be sent back to the Personal Information Menu after the PIN is changed successfully.

Overrides- Electronic Course Permission Forms

- Enter “Faculty Services”
- Select ‘REGISTRATION OVERRIDES’
- Select the appropriate term
- Enter Advisee’s ID or name and submit
- Select the appropriate override.
 - Closed = closed course
 - Class / Year = class standing override (e.g. sophomore into a junior class)
 - Special Approval = instructor’s permission required
- Select the class you wish the student to be able to register for and submit
- Verify the correct information and click ‘Commit Changes’
- Instruct the student to use their myOswego account to register for the class.

Note: This process allows the student to register on the web. It does not register the student.

Final Grades

- Enter “Faculty Services”
- From the faculty menu select ‘Final Grades’
- Select the appropriate term
- Select a class from the drop down menu. All of your classes are listed by CRN with the course title. Please be sure to grade every course.
- Select the appropriate grade from the drop down menu labeled “grade”, on the same line as the student’s name. Please be sure to enter a grade for every student.
- Classes are grouped in batches of 50 students, shown at the top of the student list. When you have more than 50 students in a class you will need to click on “Current Record Set: 51-xxx” to enter grades for the next batch, then 101-xxx and so on, until all students in the class have a grade. Remember to submit at the end of each batch.
- Return to main faculty menu to select the next course you need to grade.
- Repeat the complete process until all your grades are submitted.

ALL students must have a grade.

HELP Screens

- * “HELP” instruction is available on all pages in the upper right hand corner above the light green bar.
- * “HELP” has in-depth information on many functions like signing in or changing your PIN.
- * When entering final grades, “HELP” will explain grading exceptions step by step.

Frequently asked questions

Which students' records can I see?

Students in your current classes or those listed as your advisee or others if they enter their ID and PIN for you.

What about privacy concerns?

All non-directory information you see should be kept confidential. If you have any questions about this, please contact the Registrar.

I forgot my PIN what do I do?

Enter your User ID and Click "Forgot PIN?"

Where do I go if I do not have a Computer or Internet access?

There are computers to use in the Registrar's Office or any lab on campus with a valid ICC account.

Why did the system log me off?

The computer did not detect any activity for 10 minutes.

How do Overrides work?

An override allows a student to register on the web. You may only override your own classes.

Whose Academic Transcripts can I see?

Only the students who have you officially recorded in the Registrar's office as advisor or any student who enters their PIN for you.

If I have any additional questions or concerns, whom do I call?

REGISTRAR'S OFFICE

Open 8am-4pm, Monday-Friday
Phone: 315-312-2136

FACULTY SERVICES MENU

Listed below are the services available to faculty on the web at myOswego.

[Course Offerings](#)

[Change PIN](#)

[Term Selection](#)

[CRN Selection](#)

[Faculty Detail Schedule](#)

[Faculty Schedule by Day and Time](#)

[Detail Class List](#)

[Summary Class List](#)

[Final Grades](#)

[Registration Overrides](#)

[Registration Add/Drop](#)

[Student Menu:](#)

- a. View Student Information
- b. View Student Schedule
- c. Process Registration Overrides
- d. Process Student's Registration
- e. Change a Student's Class Option

[Advisor Menu](#)

- a. Student Academic Transcript

[Download Class List](#)

[Download your Advisees](#)

myOswego

WEB FOR FACULTY

REFERENCE GUIDE

What website do I use?

<http://myoswego.oswego.edu>

When is myOswego available?

**SEVEN DAYS A WEEK,
7:30 AM - 11:00 PM.**

Registrar's Office

301 Culkin Hall

Phone (315) 312-2136

Fax (315) 312-3167

registra@oswego.edu

<http://www.oswego.edu/registra>

<http://myoswego.oswego.edu>