

# Student Portal Information Guide



# How to Create Your Student Portal Account

Step 1: Go to <http://mycampus.argosy.edu>

Step 2: Under the log in information, there is a **New Student** heading. Click on the “**click here**” link immediately following that.

Step 3: Enter in your social security number or student ID number (ex. @00012345). Then enter in your first and last name.

Step 4: The portal will show you your current student information- if the information is correct, press continue.

Step 5: You will be asked to enter a username and password. This username can be anything you would like. For your password, you must have one capitalized letter, one lowercase letter and a digit. This password **MUST** be 8 characters long. Then, the portal will take you through three security questions that will help you reset your password if you forget it in the future. Please enter in answers to the questions that you will either remember, or write them down somewhere. Student Services does not and will not have access to the answers that you provide.

Step 6: Once you have finished the security questions, you will be redirected to the Student Portal homepage and be asked to log in with your new ID and password.

Step 7: Once you log in, you will see the main home page for the portal. There are links to frequently asked questions regarding the various departments at Argosy, as well as general information.

Step 8: In order to access your personalized information, you must click on the yellow **MY SELF SERVICE** button on the right hand side of the homepage.

Step 9: Once you click on the yellow **MY SELF SERVICE** button, you will be asked for your mother's maiden name in order to access your information.

***IF YOU FORGET YOUR PASSWORD, PLEASE CLICK ON RESET MY PASSWORD UNDER THE LOG IN SCREENS ON THE LOG IN PAGE FOR THE PORTAL. THIS WILL PROMPT YOU FOR YOUR ANSWERS TO THE SECURITY QUESTIONS YOU CHOSE WHEN YOU CREATED YOUR ACCOUNT. STUDENT SERVICES WILL NOT HAVE ACCESS TO YOUR PASSWORD.***

# Accessing Your Student Email

All students at Argosy University, Schaumburg are provided with e-mail accounts. This is the only email address that faculty and staff will use to contact you via email. Students are able to access this account in two ways: 1.) through the Student Portal or 2.) log-in directly at <https://webmail.stu.argosy.edu>

**Notice: All Argosy University communication will be sent to your Argosy University Student Email ONLY. If you are currently using another email address for your Argosy University communication, please note that it can be terminated at any time.**

## **LOGGING-IN THROUGH THE STUDENT PORTAL (preferred method)**

- Log into the Student Portal at <http://mycampus.argosy.edu>
- After logging-in you will be directed to the first homepage (“My Home Page”)
- On the right hand side of the screen you will see gray bars (“Mission Statement,” “My Self Service,” “Useful Links”, etc.)
- You will see a gray bar titled “Argosy Email”
- Click on “Click here to sign on”
- You will be automatically directed to your inbox as you do not have to log-in again to access your email
- To confirm your email address, send a message from your inbox to another email address you can access
- Minimize your inbox screen to continue your access to the Student Portal.

## **LOGGING-IN DIRECTLY AT <http://webmail.stu.argosy.edu>**

- Your email log-in name is your **complete** email address -- for example: [jdoe@msp.stu.argosy.edu](mailto:jdoe@msp.stu.argosy.edu)
- The password is the same as your Student Portal password
- Click “Enter”
- You are now able to send and receive e-mail.

## **FORWARDING EMAIL**

Students can forward emails from their Argosy email accounts to other email accounts by clicking [E-mail Forwarding Manager](#) under the “Preferences” heading on the left hand side of your email inbox screen.

***NOTE: \*If you share a common last name or you are unable to log into the email system, your email log in may contain a unique identifier. Please contact the Student Services Department at 847-969-4982 with questions.***

***\*Please regularly maintain your student email account and save attachments in other files to avoid reaching maximum mailbox capacity. This is also the primary email address for all online courses at Argosy University.***

## Common Error Codes When Creating Your Account

1023	CantFindUser	We were unable to find the user account specified. Please contact {StudentSupport} for assistance.
1024	CantFindQuestions	We were unable to find security questions for the user account specified. Please contact {StudentSupport} for assistance.
1025	ExceptionValidatingSecurityAnswers	There was an error while validating your security questions. Please contact {StudentSupport} for assistance. Error 1025.
1026	ErrorResettingPassword	There was an error while trying to change your password. Please contact {StudentSupport} for assistance. Error 1026.
1027	UnableToLocateStudent	We were unable to locate your information. Please contact {StudentSupport} for assistance. Error 1027.
1028	UnableToCreateAccountNoStudentId	There was an error trying to create your account. Please contact {StudentSupport} for assistance. Error 1028.
1029	ExceptionFindingStudentInfo	There was a problem locating your information. Please contact {StudentSupport} for assistance. Error 1029.
1030	MultipleRecordErrorFindingStudentInfo	We are unable to retrieve your information. Please contact {StudentSupport} for assistance. Error 1030
1031	UsernameContainsInvalidCharacters	The username you selected contains invalid characters. Usernames may be made up of upper or lowercase letters and numbers only.
1032	ErrorCreatingAccount	There was an error trying to create your account. Please contact {StudentSupport} for assistance. Error 1032.
1033	UnableToCreateSecurityQuestionsNoSession	There was an error while creating your security questions. Please contact {StudentSupport} for assistance. Error 1033.
1034	PortalAccountAlreadyExists	A portal account already exists for you. To retrieve your username or if this is a mistake, please contact {StudentSupport} for assistance. Error 1034.

**Contact Student Services at 847-969-4982 for support.**