

Stephen F. Austin State University



MySFA is the web-based information “doorway” that has been customized for your role as a prospective student (applied, but not yet admitted) or admitted student at SFA. It provides access to on-line services (*such as applying for university housing and scholarships*) as well as your other information needs (*such as news, weather, events on campus, your personal e-mail account, etc.*) and academic resources for admitted students (*such as registration, tuition payment, grade checking, etc.*)

To gain access to mySFA, you will first need the identification number that has been assigned to you. This ID number is unique to you and is included in correspondence to you from the Office of Admissions. A user name has also been assigned (*see #4 on reverse side*) and your initial PIN is your Date of Birth.

Any e-mail sent to your e-mail address (*see #3 on reverse side*) is read through mySFA. You will be able to send and receive **any** e-mail at this address ... simply use it as you would any other (*hotmail, yahoo,AOL, etc.*) for all your needs!

Prospective students (applied, but not yet admitted) and admitted students are encouraged to check your e-mail **often!** Official messages and announcements from SFA departments will be sent to that address.

The following steps will help you to access your mySFA and email accounts:

- Go to the following Internet URL: <http://mySFA.sfasu.edu>
- Click the button: **Getting Started with mySFA and e-mail**
- Under **Student E-Mail**, click: **Get your student account information**

Continue by entering:

- Your **Social Security number** or your **Campus ID number** *(a unique number assigned to you ... included in correspondence sent to you by the Office of Admissions)*
- Your **PIN** (Personal Identification Number)
(Your initial PIN is your Date of Birth formatted as MMDDYY)
- Click on the button: **Get Account Information**

The next screen suggests that you set a security question so that you can be reminded of your PIN if you happen to forget it. *(NOTE: You may not see this if you attended SFA previously.)*

- Choose any question and type it in the space provided.
- Type in the answer to the question
- Select the button: **Set Question and Continue Getting Account information.**

At the top of the next screen you will be given some very important information. To help you remember, make note of these items below:

1. Your SFA Campus ID number: _____
2. Your SFA e-mail account name: _____
3. Your SFA e-mail account address: _____
4. Your mySFA User name: _____
5. Your mySFA PIN *(still your Date of Birth -- MMDDYY)*: _____

Using the above information, you are now ready to navigate through the mySFA system and discover the many possibilities and resources it provides!

**If you have problems, contact the Student Help Center
at 936-468-HELP (936-468-4357).**