

AccessFUS

What is it?

One username. One password. All of Franciscan.

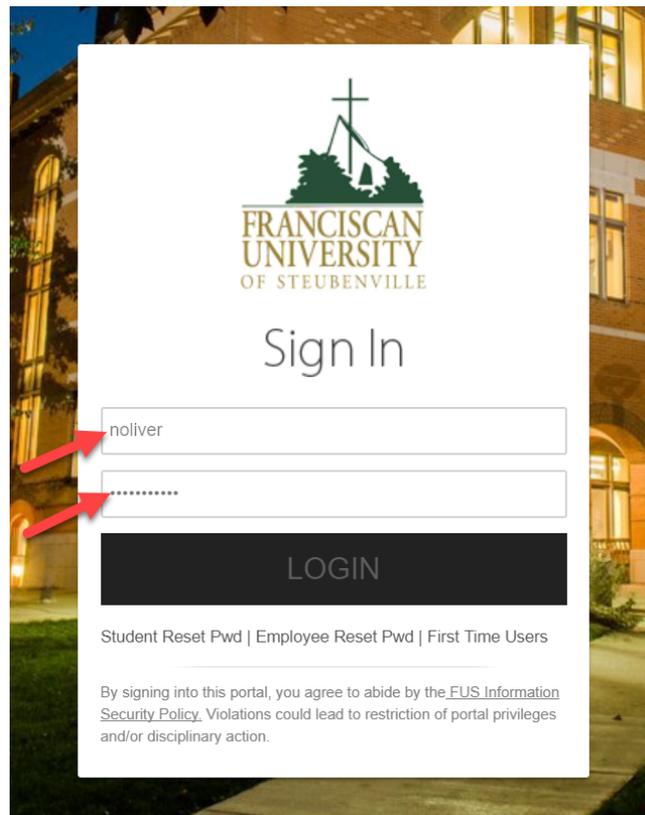
You can now sign in to email, Blackboard, MyFranciscan and other web-based software with the same username and password.

Here's how it works:

1. Click on "AccessFUS" directly from www.franciscan.edu or go directly to accessfus.franciscan.edu



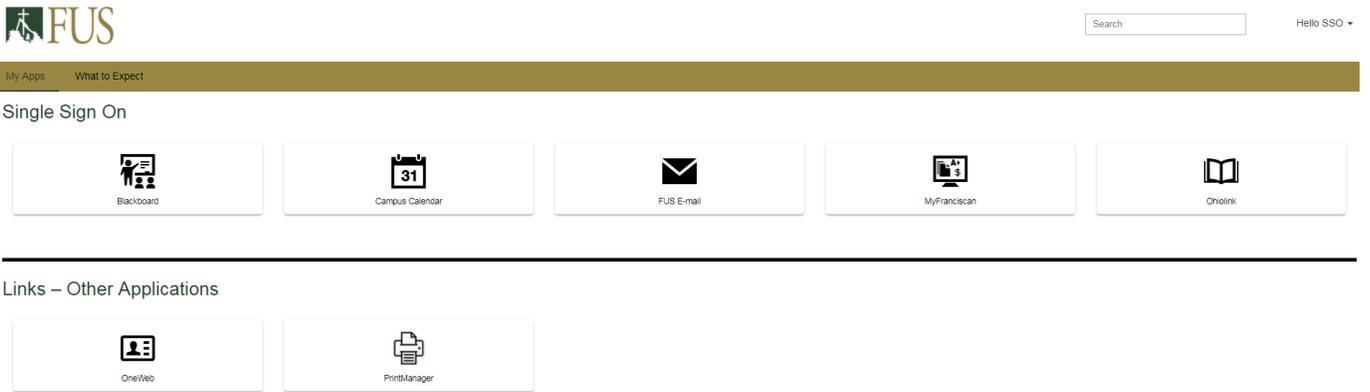
2. Enter your Windows/Novell username and password and click "Login".

The image shows a "Sign In" portal for Franciscan University of Steubenville. At the top is the university's logo. Below it, the text "Sign In" is centered. There are two input fields: the first contains the username "noliver" and the second is a password field with masked characters. Two red arrows point to these fields. Below the fields is a dark "LOGIN" button. Underneath the button are links for "Student Reset Pwd", "Employee Reset Pwd", and "First Time Users". At the bottom, there is a disclaimer: "By signing into this portal, you agree to abide by the [FUS Information Security Policy](#). Violations could lead to restriction of portal privileges and/or disciplinary action."

3. You are now logged in to all of the applications you see on your screen. Click on any tile to access a particular software application.
4. For all applications in the “Single Sign On” section, you will automatically be logged in when you click on the corresponding tile.
5. For all applications in the “Links – Other Applications”, you will be directed to the log in page for each application.

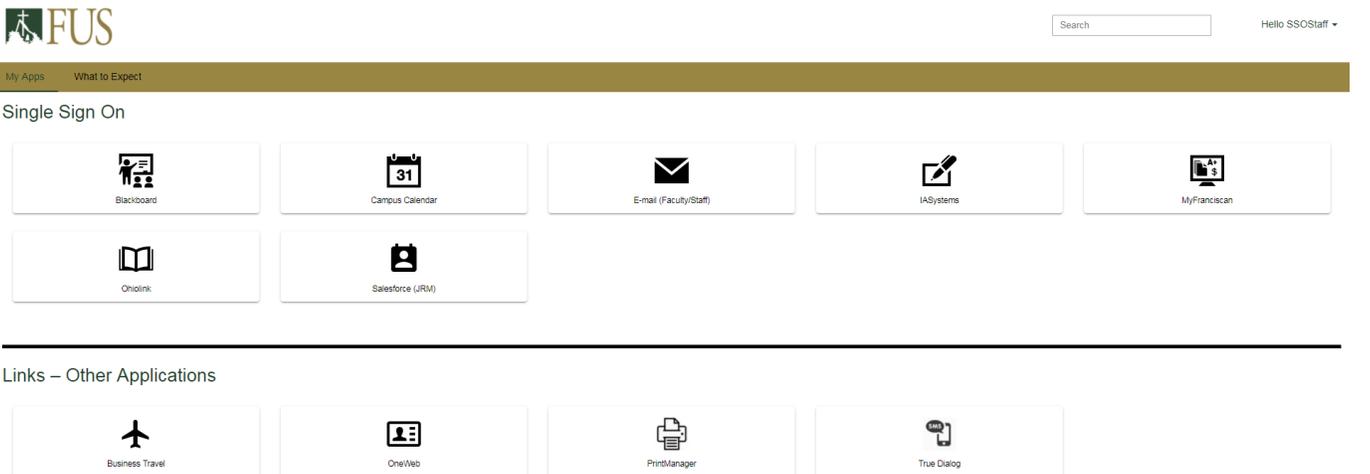
Students will have single sign on access to:

Blackboard, Campus Calendar, Email (GroupWise), MyFranciscan, Ohiolink and OneWeb



All employees will have single sign on access to:

Blackboard, Campus Calendar (Ad Astra), Email (GroupWise - web), IASystems, MyFranciscan, OhioLink, OneWeb and Salesforce/JRM



For Employees Only: GroupWise (web) will only work through AccessFUS if your password is the same as your Windows/Novell password. To update your GroupWise password, follow the instructions below:

1. Log in to GroupWise.
2. From the **Tools** menu, select **Options**.
3. Double-click **Security**, then click the **Password** tab.
4. In the **Old password** field, type the password you want to change.
5. In the **New password and Confirm new password** fields, type the new password.
6. In the Confirm new **password** field, type the new **password** again, click OK, then click Close.

Need to reset your password?

Students: From the AccessFUS login screen, click on “Student Reset Pwd”. Follow the on-screen instructions, fill out the form and click “Submit” when done.

Employees: From the AccessFUS login screen, click on “Employee Reset Pwd”. Follow the on-screen instructions, fill out the form and click “Submit” when done.

FRANCISCAN UNIVERSITY OF STEUBENVILLE

Sign In

Username

Password

LOGIN

[Student Reset Pwd](#) | [Employee Reset Pwd](#) | [First Time Users](#)

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Need Help?

ITS User Support Services: itshelpdesk@franciscan.edu or 740-283-HELP (4357)