



Hello!

Now that you are a BUC, you'll need to follow the five steps below to get your account started!

Five Step - Getting Started Checklist

Step 1 – MYCSU Access

MyCSU serves as your student portal. You will find links to key information, university services, bookstore, class registration, and the online course platform – Blackboard.

MyCSU access: www.csuniv.edu Bottom right of the webpage > Click on “MyCSU” link.
(Sign-in with your student ID number and PIN number)

Recover MyCSU pin: From MyCSU log-in page > Click “I forgot my Pin” link.

Step 2 – BucMail – CSU Email Account

BucMail serves as your CSU Email Account system. ***PLEASE NOTE: You will NOT be able to access your BucMail until you've been registered for a course. After beginning your first class, it will be the only email address used by faculty and administration to contact you. Make sure you check it daily.***

BucMail access: <https://www.outlook.com/csustudent.net>

Set-up Information: See set-up information on page 2.

Step 3 – Blackboard – Online Course Navigation

Blackboard serves as your online learning management system that contains all of your coursework. ***Your course will be open one week prior to the first day of class as an “Orientation Week.” Log in and get started! You are required to complete a “Start Here” tutorial/test prior to beginning the first day of class. In addition, make sure to read and watch the videos and messages under “Announcements.”***

Blackboard access: <https://csuniv.blackboard.com> (username is your student ID)

Recover password: This is your MyCSU PIN. Follow the steps in “Recover MyCSU Pin” above.

Step 4 – Watch the Following Video

This video overviews the entire process. Click on the image and check it out!



Step 5: BucMail Set-up and Maintenance

Please remember that we will NEVER send you an email asking for your login information. If you ever see an email like this then please delete it!

FIRST TIME LOGIN: Charleston Southern University provides current students a student email account. You can access your email at the following address:

<https://www.outlook.com/csustudent.net>.

Your **login name** is your email address: First initial of your first name, first initial of your middle name (if you have a middle name) and your full last name **@csustudent.net**

Example 1: Steve Mike Brown would be SMBrown@csustudent.net

Example 2: Steve Brown (no middle name) would be SBrown@csustudent.net

Your **Password** is: First initial of your last name capitalized, second initial of your last name lower case and your full student ID number. Your password must be **at least** 8 characters long. If your student ID number is only 5 numbers long then add a number 0 in front of your student ID.

For example, if your name is John M. Smith and your student ID is 23456, your username would be as follows.

USERNAME: jmsmith@csustudent.net

PASSWORD: Sm023456 (The zero was added in front of the 2 in order to make it 8 characters long)

When you first access the system, you will be prompted to reset your password and enter your language preference and your time zone.

When creating your NEW password, please remember the requirements:

1. **Must be at least 8 characters long**

2. **Must have UPPER and lower case letters**
3. **Must have a number**
4. **Must have a special character (! @ # \$ % ^ &)**

Once you are logged in you will see your inbox and other folders. Across the top of the screen you will see links for your mail, Office Live, photos and links for your 25GB of online storage known as SkyDrive.

Want to check Bucmail on your phone? Use the Office 365 Mobile [Phone Wizard!](#)

[MyCSU](#) provides single sign-on access via the MyMail link on the Student tab once you've changed your initial password.

Installing your copy of Office 365

Once you successfully login to your Bucmail and change your password you have access to install Office 365 on your personal laptop.

Please follow these three simple steps:

- 1) Login to your Bucmail and click on "Office 365" on the upper left of the page.
- 2) Click on "Install Office Apps" on the upper right of the screen and click on Office 2016.
- 3) This will download the install file. On a MAC, it's a larger file and on a PC it's a smaller file. After it downloads you can click on it to do the final install. This may take up to 15 minutes to install.

If you have any questions about admissions, please contact your Graduate Recruitment Associate at 843-863-7050 or 800-947-7474.

INTEGRATING FAITH IN LEARNING, LEADING AND SERVING



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to this email and let us know. Thank you.