

OKLAHOMA STATE
UNIVERSITY

Activating Your O-Key Account

Using Web for Employees and
Accessing Available Software

Estee Eubanks

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SETTING UP YOUR O-KEY ACCOUNT

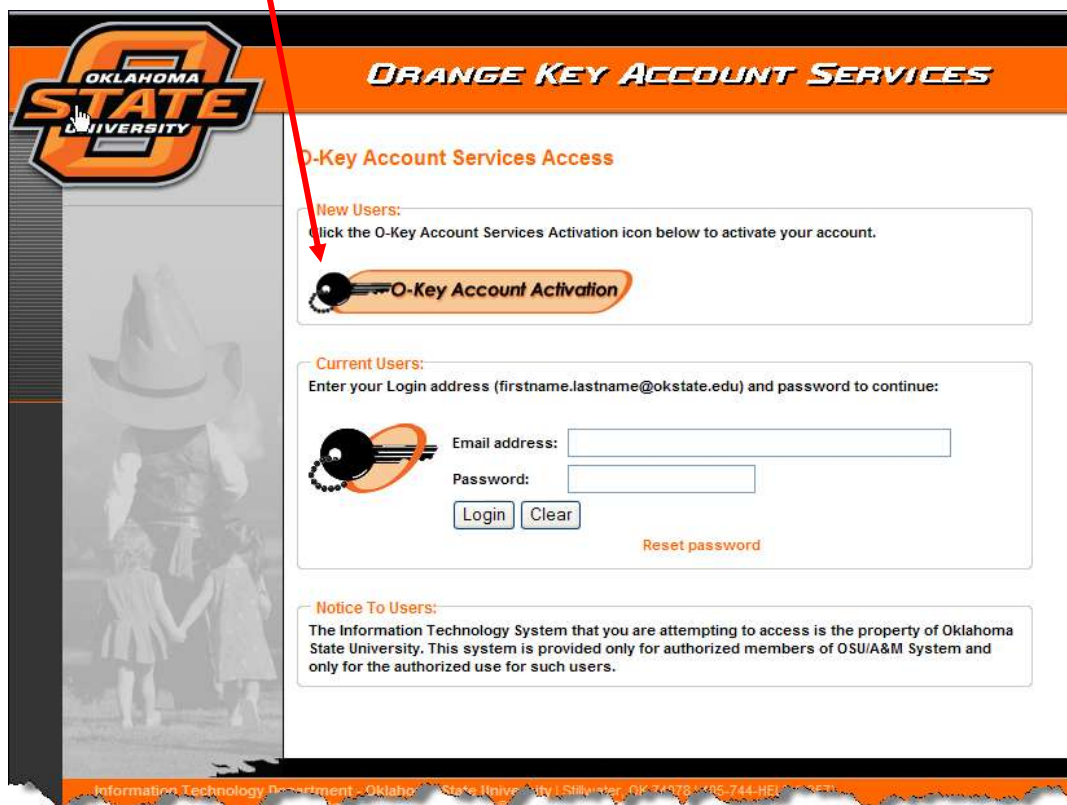
Open your internet browser and type in:

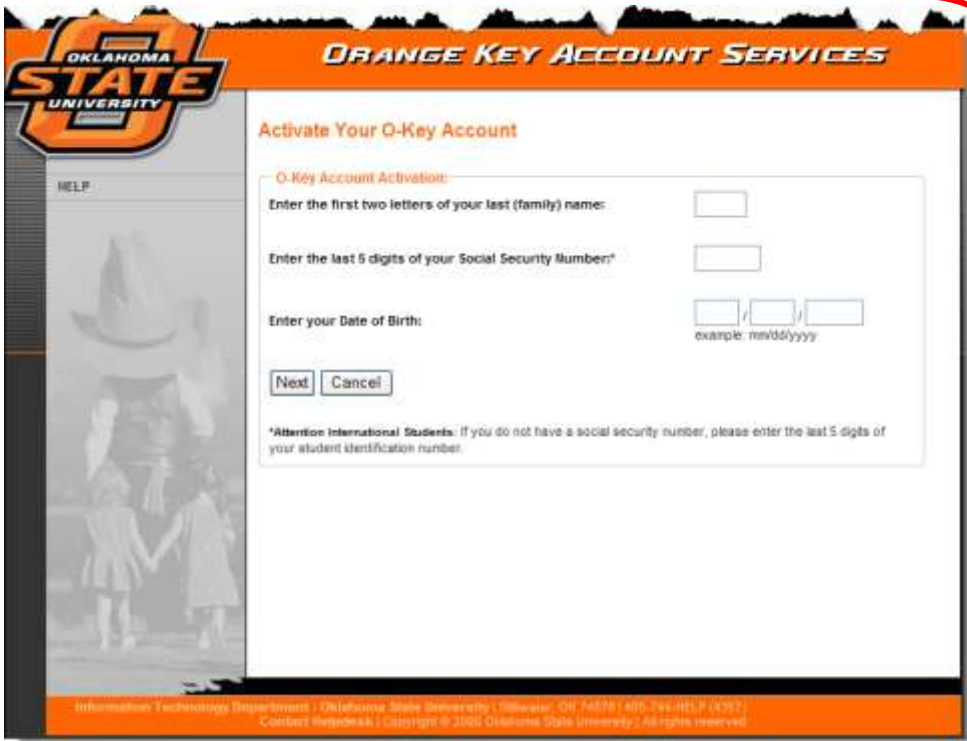
`okey.okstate.edu`

You will be directed to the Orange Key Account Services page.



Click the Account Activation key.





Follow the wizard to complete the O-Key activation

At the end of the O-Key activation wizard, you will be asked if you want to forward your mail.

If you choose to do so, your profile will not show an Exchange Mailbox. All mail sent to you@okstate.edu will be forwarded to the e-mail you choose.

(This includes your payroll advice notification.)

****Do not set mail received from OKSTATE.EDU as spam in your e-mail**

Upon completion of the wizard, you will see your O-Key profile page.

ORANGE KEY ACCOUNT SERVICES

Accessed Time: Page Accessed: Profile

Personal Profile For:

O-Key Account Services Password:

Expires:

Name:

Preferred First Name:

O-Key Account Username:

CVID:

Privacy Flag: Privacy Act Not Invoked

Login Address: estee.eubanks@okstate.edu

Outlook Web Access: <http://mail.okstate.edu>

Exchange Mail Server: mail.okstate.edu

Mail Server:

Challenge Question:

PRISM PRISM

PRISM UserID:

PRISM Default Password:

Click here for the FAQ page.

Email Information

What's This?

Your Exchange Account Has Been Activated

Your O-Key Account Is Active

Information Technology Department - Oklahoma State University | Stillwater, OK 74076 | 405-744-HELP (4357)
Contact Helpdesk | Copyright © 2006 Oklahoma State University | All rights reserved

You may make changes to your profile at any time by logging in to O-Key and making your choice from the list on the left.

If your password has expired, open a browser (Internet Explorer) and type <http://okey.okstate.edu> . Type in your email address and click [Reset Password]

Current Users:

Enter your Login address (firstname.lastname@okstate.edu) and password to continue:

Email address:

Password:

Login Clear

Reset password

Below is an example of a question on the FAQ page:

Q: Can I forward my OSU email to my preferred email account (ex: Lotus Notes, Yahoo!, Hotmail)?

A: Yes! To forward your OSU email to another email address, follow these steps:

- 1. Please note that if you have an existing O-Key Account mailbox, the entire mailbox and all messages within it will be deleted after you set a forwarding address. Please ensure that you have saved any messages that you wish to keep BEFORE you forward your email in your O-Key Account.**
- 2. When you see your Personal Profile page, click on the Forwarding Option link (located on the Main Menu on the left side of the screen).**
- 3. Enter your preferred email address in the fields shown on the page, and click the Save button. If you want to forward your email to another email system on the OSU campus, you will need to enter the FULL email address, such as ppete@notes.okstate.edu or jdoe@math.okstate.edu.**
- 4. Enter your preferred email address in the fields shown on the page. If you want to forward your email to another email system such as Yahoo or Hotmail, simply enter hotmailname@hotmail.com or yahooname@yahoo.com. Click the Save button.**

Your password for O-Key will expire every 120 days.

When choosing a password, you must meet the following criteria:

At least 1 uppercase letter

At least 1 lowercase letter

At least 1 number

No dictionary words

Between 8 and 16 characters long

Some examples of passwords:

My dog's name is Sam. He's a 3-year-old Siberian Husky.

PW - MdnSh3yoSH1

Another Example:

My family's names are:

Father – Roscoe

Mother – Dorothy

Brother – Jim

Me – Estee

Brother – Ed

Brother – Dean

Sister – Vonnie

Sister – Retta

PW - RDje1e0dvr

(The 1 and 0 are for the month I set the password. They are separated in case the letters [ed] or [jee] are recognized as a word)

Another Example:

My address is:

107 Math Sciences, Oklahoma State University Stillwater, Oklahoma

PW – 107m\$OSU\$wo10

(Each [s] is replaced with a [\$])

The **10** on the end is for the month the password was set. Each time it is changed, change the month.

Using Web For Employees

Web For Employees is a site to check your payroll advice, insurance information and leave balances.

You may log into Web For Employees by opening a browser and typing in:

<http://webemp.okstate.edu>

or

<http://hr.okstate.edu>


...and clicking the Web for Employees link on the left side.

You will be directed to the following page.



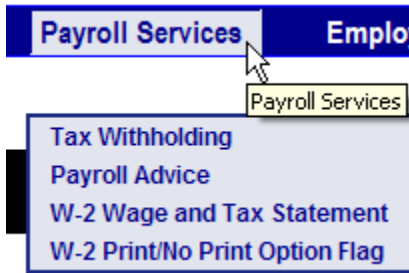
The screenshot shows the top navigation bar with three boxes: "OSU/A&M SYSTEM", "Web For Employees", and "Hours of Operation: 7:30am to 10:00pm Weekdays, 9:00am to 6:00pm Weekends". Below the navigation bar, the text reads "Employee Self Service Login Hours: 7:30am to 10:00pm Weekdays and 9:00am to 6:00pm Weekends." There are three main links: "Click Here To Enter Employee Self Service" (with a subtext "Login here to view your personal, benefits, and payroll information and update your open enrollment options."), "Bursar Payment Services Login (OSU-STILLWATER employees only)" (with a subtext "Login here to make a payment on your bursar account (OSU-STILLWATER employees only)."), and a highlighted yellow link: "***Click Here For Help On Logging In And Other Helpful Information***". At the bottom left, there are links for "Browser Requirements" and "Accessibility Information".

You may log in using your CWID and pin number **or** your O-Key log in information.



The screenshot shows the O-Key login form. It features a radio button selection for login methods: "Your 8-digit CWID, 9-digit SSN or 16-digit ID Card number and Web for Employee PIN." (unselected) and "Your OKey Email Address and Password" (selected). Below the selection, there are two input fields: "OKey Account:" with a text box containing "first.last@okstate.edu" and "OKey Password:" with an empty text box. There are "Login" and "Clear" buttons below the password field. At the bottom, there is a link: "Forgot Your O-Key Password? Click here to create a new one!" and a reminder: "Remember to select buttons and menu links only **once**."

Your Payroll advice is under [Payroll Services] – Leave balances are under [Employment]

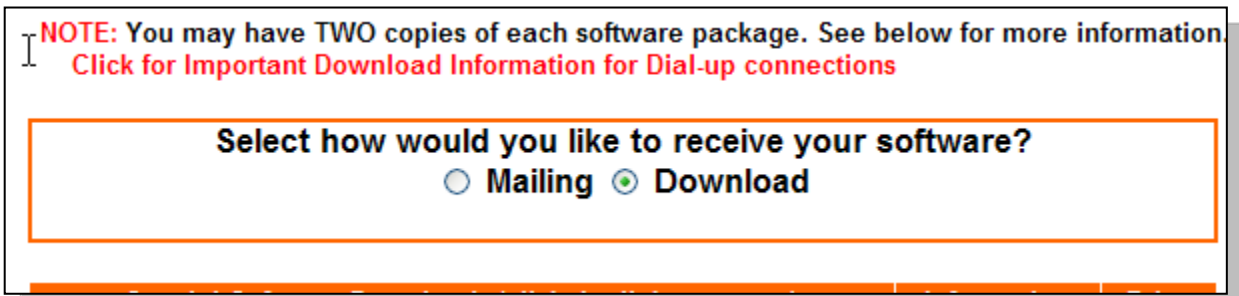


Software Distribution Site

You may access the software distribution site by opening a browser and typing in:

<http://it.okstate.edu/sdc>

Log in using your O-Key information and view the software that is available for you as a download or for purchasing the media.



Training opportunities are offered by the IT Department:

<http://it.okstate.edu/training>

Classes are free; however, some classes require a manual which costs between \$20 and \$25.

If you need assistance, feel free to contact the IT Helpdesk at 744-help or send an e-mail to help@okstate.edu.