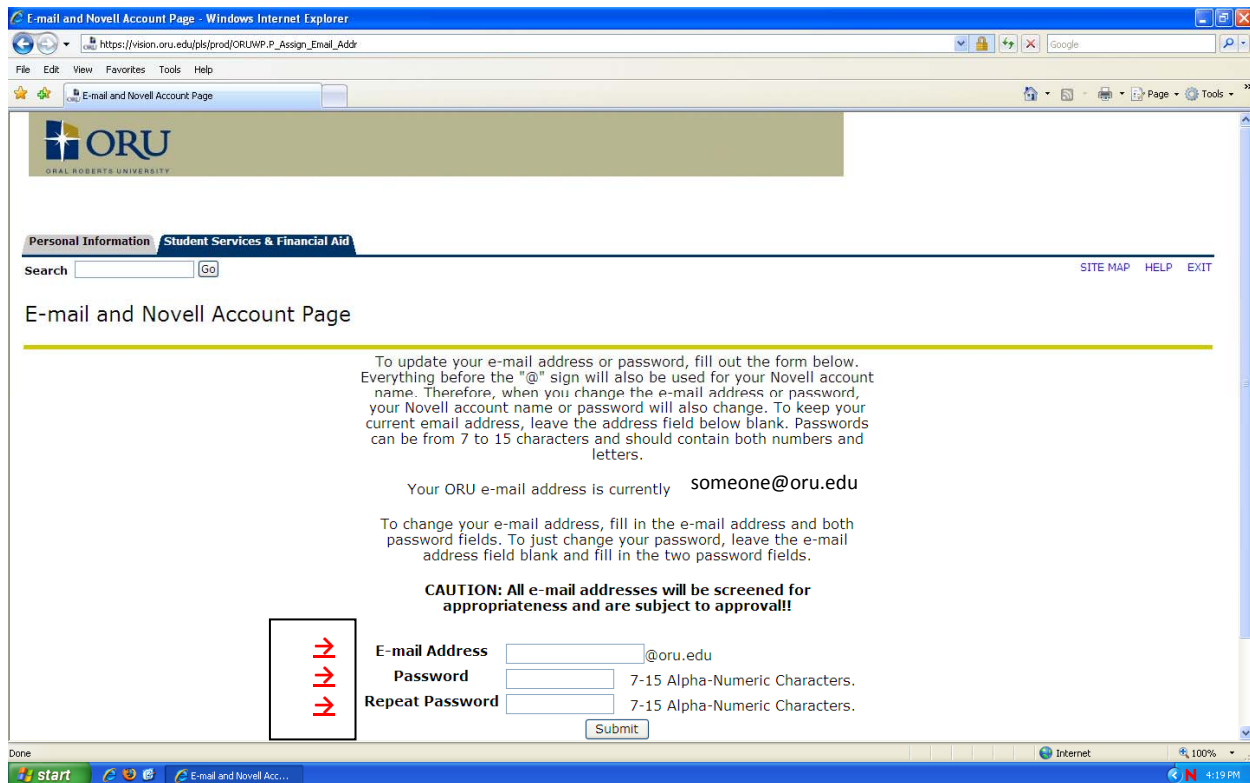


# Using your Novell Username and e-mail Account at ORU

These instructions will help you create, use, and modify your Novell and e-mail Account.

After activating your ORU email account in VISION, you will have an ID and password that can be used to log in to ORU lab computers, to access your ORU email, and to view the [student intranet](#) online for example: (Library Databases, Research Databases, [students.oru.edu](#), etc.) The ID and password for accessing these services is referred to as your “Novell Login.” If you have problems activating your Novell Login or accessing your ORU email account, contact the Student IT HelpDesk (495-6321) or (918-495-6321) Long Distance.

1. Go to [vision.oru.edu](#)
2. Enter your Student ID (Z-Number) and PIN.
3. Click the tab “Personal Information”
4. Click on "Update E-mail Address."



To update your e-mail address or password, fill out the form below. Everything before the "@" sign will also be used for your Novell account name. Therefore, when you change the e-mail address or password, your Novell account name or password will also change. To keep your current email address, leave the address field below blank. Passwords can be from 7 to 15 characters and should contain both numbers and letters.

Your ORU e-mail address is currently **someone@oru.edu**

To change your e-mail address, fill in the e-mail address and both password fields. To just change your password, leave the e-mail address field blank and fill in the two password fields.

**CAUTION: All e-mail addresses will be screened for appropriateness and are subject to approval!!**

**E-mail Address** @oru.edu  
**Password**  7-15 Alpha-Numeric Characters.  
**Repeat Password**  7-15 Alpha-Numeric Characters.

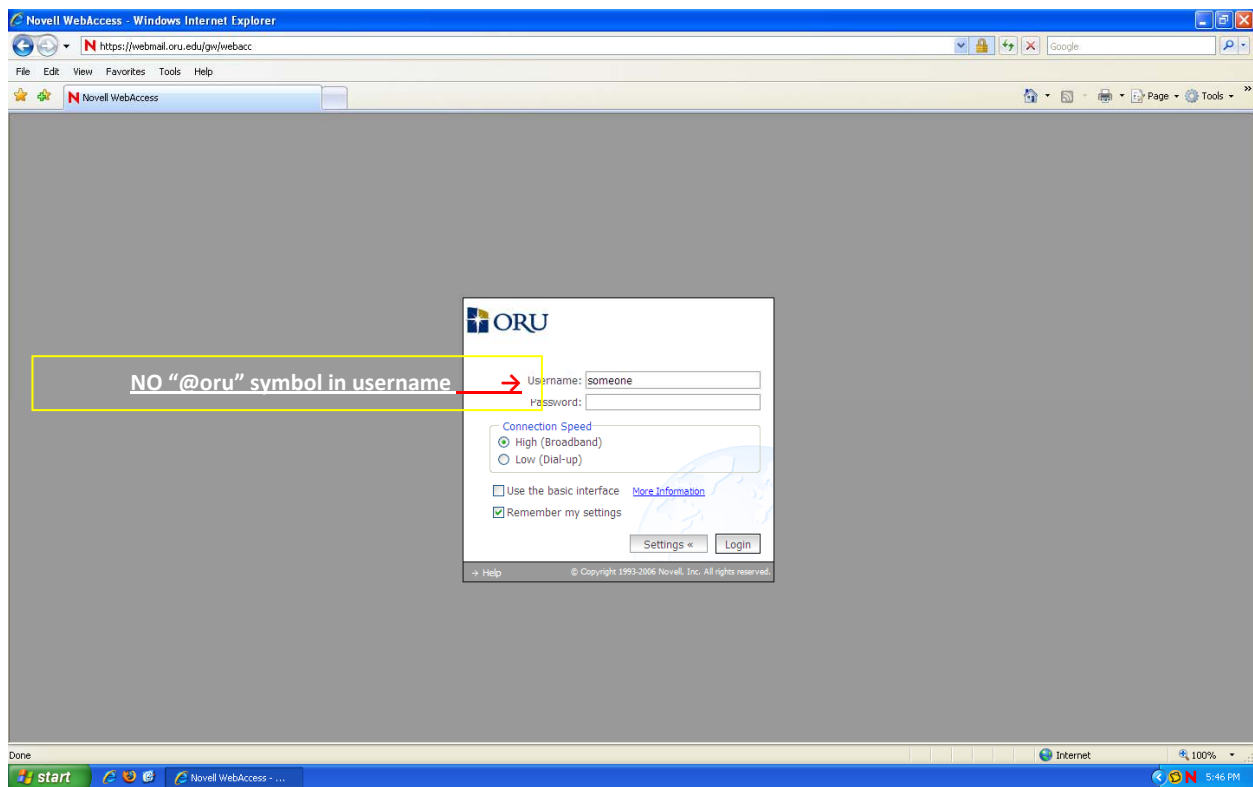
5. Your ORU email address will be listed on the screen if you already have one. Create a new one, or move to the next step.
6. When prompted, create and repeat a password. (7-15 Alpha-Numeric Characters)

Please Note: This Process could take up to **24 hours** to complete in the **creation** or **change** of a Novell/e-mail Account. Please do not attempt to create or change anything during this time period. If you still continue to have trouble, please call the Student HelpDesk Phone Numbers listed above.

Now you have successfully created or changed your ORU Novell Account and E-mail address!

Now to Access and Check your ORU e-mail

1. Go to [mail.oru.edu](mailto:mail.oru.edu)



2. Enter Username with no "@oru.edu" and password.
3. Click on the "Login" button.
4. Email messages are listed on the opening Novell GroupWise WebAccess screen. If messages are not displayed, click on "Mailbox."
5. Click on a message to view its contents or click "New" to create an e-mail.



Student iServices/Student IT Help Desk  
Oral Roberts University  
918-495-6321