



### SET UP YOUR USD ACCOUNTS

#### USD email account and myUSD portal

1. Go to [usd.edu/accounts/pickup](https://usd.edu/accounts/pickup) and follow the steps.
2. Use your username/password to log into <https://my.usd.edu/uPortal>.

As soon as you have completed these steps, you should have immediate access to your USD email account. All official USD communication will be sent to your USD email account and/or be available in the myUSD Portal.



### SEND YOUR IMMUNIZATION FORM

State required immunizations are available at Student Health Services and through other healthcare providers. Expenses associated with immunizations are your responsibility. You do not need to submit a form if you have been a South Dakota BOR student in the past, or if you are an online student. Learn more at [usd.edu/student-life/student-health/immunizations](https://usd.edu/student-life/student-health/immunizations).

**On-Campus Students:** Submit form <https://yote.us/2uigetZ>

**Health Sciences Students:** Submit form <https://yote.us/2CuJlC>

Includes Physician Assistant, Physical Therapy, Occupational Therapy and Social Work programs.



### REGISTER FOR CLASSES

Contact an advisor for guidance in class selections. Their contact information is in your acceptance letter. You may also contact your enrollment coordinator, at (605) 658-6200 for assistance with your first registration. To register, visit [usd.edu/selfservice](https://usd.edu/selfservice) during an open registration period.

**Health Sciences Students:** Physician assistant, physical therapy, occupational therapy and social work students do not need to contact their advisor, rather watch for a departmental e-mail with registration instructions.

#### Access Registration Self-Service

Use Registration Self-Service to register for your classes.

1. Use your username / password to log into <https://my.usd.edu/uPortal>, access 'Registration Self-Service' through the Quick Links section.

Check your personal and emergency contact information, update if necessary.



### APPLY & ACCEPT FINANCIAL AID

Please visit [usd.edu/financial-aid/applying-for-aid](https://usd.edu/financial-aid/applying-for-aid) and review the instructions given regarding financial aid and how to apply. If you have already completed your FAFSA, you may simply add USD's school code if you have not yet done so. USD's code is **003474**.

#### Access Financial Aid Self-Service

1. Use your username / password to log into <https://my.usd.edu/uPortal>, access 'Financial Aid Self-Service' through the Quick Links section.

You can view your financial aid status, eligibility, award and status.

### NEW STUDENT CHECKLIST

- Set up your USD account
- Complete your immunization form
- Register for classes
- Apply and accept financial aid
- Access your online courses
- Set up billing
- Order textbooks
- Attendance confirmation
- Access the USD library
- Get your student ID/Coyote Card

### GRAD ORIENTATION

#### New Student Orientation

Watch your USD email account for details regarding new graduate student orientation sessions in the fall and spring semesters.

### QUESTIONS?

#### Technology Support

From connecting devices to software and computer discounts, Technology Services provides 24/7 support for USD's students, faculty and staff.

- Call 605-658-6000 or 877-225-0027
- Email [servicedesk@usd.edu](mailto:servicedesk@usd.edu)
- Online at [link.usd.edu/servicerequest](https://link.usd.edu/servicerequest) to create a support ticket

Have questions?  
**WE'VE GOT ANSWERS.**  
Get them at Coyote One Stop.



Transcripts



Financial Aid



Business Office



Housing



Student Services



Technology

[www.usd.edu/onestop](https://www.usd.edu/onestop)



## LOG IN TO AN ONLINE COURSE

### Access the Desire2Learn (D2L) Environment

1. Use your username/password to log into <https://my.usd.edu/uPortal>, access 'Desire2Learn' through the Quick Links section.
2. You will gain access to your course(s) on the first day of class.
3. Visit the D2L Daylight Tutorial at [usd.edu/usd-online/student-resources](http://usd.edu/usd-online/student-resources).

**Please note:** It may take 2-3 days before you can log in to the D2L website while our systems update your information.



## BILLING INFORMATION

All tuition and fees are due by the semester due date. To view the semester due date go to [usd.edu/financial-affairs/business-office](http://usd.edu/financial-affairs/business-office).

SDePay Electronic Bill and Payment System is the official means of delivering tuition bills to students. **Paper invoices will NOT be mailed.** You will get an eBill posted to your SDePay account and receive a notice in your USD email account. The eBill details the amount due and any electronically applied financial aid payments, scholarships and personal payments.

### How to Pay Your Bill

1. Use your username/password to log into <https://my.usd.edu/uPortal>, access 'SDePay' through the Quick Links section.
2. For billing questions, contact the Business Office at 877-269-6837, 605-677-5613, or [businessoffice@usd.edu](mailto:businessoffice@usd.edu).



## ORDERING YOUR TEXTBOOKS

There are many different ways to order books for your courses. The quickest and easiest way to order books is through the myUSD Portal book order site. By using the portal, the required textbooks for all of your registered courses will automatically be placed into your shopping cart, thus eliminating the need to search for them. To skip the automatic feature and go directly to the website, visit [usd.edu/textbooks](http://usd.edu/textbooks).

1. Use your username/password to log into <https://my.usd.edu/uPortal>, access 'USD Bookstore' through the Quick Links section.
2. Log in to the site with your USD username/password to auto populate your courses and corresponding course materials.
3. Follow the screen prompts to check out. Complete your order in fewer than five minutes.

**Order Early:** Best deals are found 2-3 weeks before the term begins.



## GET YOUR STUDENT ID / COYOTE CARD

Online students may receive a USD ID by completing the distance student ID Request form at [apps.usd.edu/campus/id-request-form](http://apps.usd.edu/campus/id-request-form).

### You will need the following:

- Your student ID number
- A copy of a government issued identification
- A head shot (no particular size requirement)
- The address where you would like the ID mailed

On-campus students may visit the second floor of the MUC to get their student ID. For questions, please contact the Coyote Card Office at [coyoteid@usd.edu](mailto:coyoteid@usd.edu) or by calling 605-677-5334.

## Attendance Confirmation

Before the **third day of classes** each term, you will need to confirm your attendance at USD. To do so, access 'Financial Aid Self-Service' in the 'Quick Links' section of the myUSD Portal. Select the 'Student Tab' and click on 'Attendance Confirmation'.

If not completed, your registration is at risk of being canceled. The Business Office uses attendance confirmation to track status for payments, refunds and financial aid.

For questions, please contact the Business Office at 877-269-6837, 605-677-5613, or [businessoffice@usd.edu](mailto:businessoffice@usd.edu).



## I.D. Weeks Library

Your USD username and password will give you access to the library catalog and electronic databases at University Libraries.

**Online Students:** For more information about USD's Distance Library, please visit [usd.edu/library/for-distance-learners](http://usd.edu/library/for-distance-learners).

**On-Campus Students:** For more information about the USD I.D. Weeks Library, please visit [usd.edu/library](http://usd.edu/library).



***Congratulations!***  
**on your acceptance to USD!**  
**GO YOTES!**