



**IT**  
**INFORMATION TECHNOLOGY**  
The University of Oklahoma Health Sciences Center

On behalf of Information Technology, we would like to welcome you to the University of Oklahoma Health Sciences Center!

After your enrollment deposit has been paid online, we will create your HSC UserID and Password for your campus computer account. **PLEASE GIVE US TWO WEEKS FOR PROCESSING.**

An initial welcome email will be sent to your personal email account from [ServiceDesk@ouhsc.edu](mailto:ServiceDesk@ouhsc.edu). *It is important that you follow the instructions carefully. All official university communication will be directed to your OUHSC email account from this point forward, and all OUHSC information systems will use this login information for access control.*

The 1<sup>st</sup> email will have instructions regarding how to retrieve your account login and initial secure password. The subject line will be “Welcome From OUHSC Information Technology - important account information”. Do not delete this! You will need the instructions contained with it. The 2<sup>nd</sup> email you will receive will be from [Securemail@ouhsc.edu](mailto:Securemail@ouhsc.edu) and will have the subject line “[SECURE] OUHSC – Account Information”.

The 2<sup>nd</sup> email message will contain a link that will open another webpage that shows you your new HSC UserID and initial Password. This message also provides you with a link to our password management system. After defining your security questions, you **MUST CHANGE YOUR PASSWORD TO LOG INTO ANY CAMPUS RESOURCES.**

If you have questions or need additional assistance, please contact the IT Service Desk:

- Location: Student Union, Room 105, 1106 N. Stonewall
- Phone: 405-271-2203 (Toll Free 1-888-435-7486)
- Office Hours: 8:00AM – 5:00PM, Monday – Friday
- Facebook: [www.facebook.com/IT.ServiceDesk.OUHSC](http://www.facebook.com/IT.ServiceDesk.OUHSC)

The IT Service Desk personnel are there to assist you. If you have any questions for them, now is the time to ask! Verify your personal information with them. If you have gotten married and changed your name, let them know before you log onto the system so they can change your UserID.

Your campus email address will be in the following format: [firstname-lastname@ouhsc.edu](mailto:firstname-lastname@ouhsc.edu). The only time it may be different is if someone on campus already has the same email address. For example, if your name is Jane Smith, your email address would be [Jane-Smith@ouhsc.edu](mailto:Jane-Smith@ouhsc.edu); however, if there is a Jane Smith already on campus, your middle initial would be added to the address making it [Jane-B-Smith@ouhsc.edu](mailto:Jane-B-Smith@ouhsc.edu).

The IT Service Desk is available during the aforementioned hours or via email at [ServiceDesk@ouhsc.edu](mailto:ServiceDesk@ouhsc.edu) to answer any and all questions about accessing campus resources and connecting to the campus network. However, questions about College of Allied Health resources should be directed to the department you were admitted into.

**The College of Allied Health recommends that you log in to your email account as soon as possible and check it regularly for pertinent information from the faculty and staff in your college.**

Again, welcome to campus! Please let us know if there is anything Information Technology can do for you and your computer needs.



# OUHSC EMAIL ACCOUNT

**Log into your OUHSC email account daily and check it for critical information from your department. This will be the primary form of communication until you begin classes.**

