

PROGRAM 60 PARTICIPANTS

E-Mail Account Username and Password

- **Participants who have registered consecutive quarters** – Your Ohio State e-mail account username and password will remain active. You **will not** receive any e-mail from The Office of Information Technology (OIT).
 - **Participants who have skipped a quarter or quarters** – Your Ohio State e-mail account username will remain the same. Within two weeks of registering you will receive an e-mail from IT Service Desk (**if you provided your personal e-mail to the Program 60 office**).
- Note: If your OSU username and password expire, the account will be re-activated by OIT and a new temporary password will be sent to your personal e-mail address with instructions on how to change it to one of your own choice.
(Please check junk e-mails and spam trap if you do not find it.)
- **New Participants** – Within two weeks of registering, you will receive an e-mail from IT Service Desk (**if you provided your personal e-mail to the Program 60 office**), assigning you a sponsored temporary account username (name.t#). An e-mail is automatically sent to your personal e-mail address informing you of the sponsored account access with instructions on how to self-activate the account **and** set the password to one of your own choice. (Please check junk e-mail and spam trap if you do not find it.)
 - **NOTE:** Early registrants will receive an account username and password, if applicable, within two weeks following the early registration deadline.
 - **NOTE:** If you register between the Early Registration date and Onsite registration date, your registration will be processed with the onsite group. All others can expect a delay.
 - **NOTE:** If you forget your OSU e-mail username or password, contact the Office of Information Technology (OIT) at 614-688-HELP (4357) (Mon-Fri 7am-10pm) and an agent will assist you while on the phone.

Other Reminders:

- Your name will not appear on a class roster.
- It is the participant's responsibility to provide the username.# or name.t# to the instructor, and **request that the instructor add you to Carmen**.