

CougarNet Instructions

www.siu.edu/COUGARNET/

Welcome to CougarNet! CougarNet provides you with access to your record at SIUE and is available through any internet service provider.

Here are just some of the features that you can access through CougarNet.

- ✓ Your class schedule, SIUE transcript and final grades.
- ✓ Your account balance, last bill and current transactions and your financial aid status.
- ✓ Your addresses. You can change your local address and your non-SIUE e-mail address.
- ✓ You can also do a course search to see about the availability of courses for future terms.

At the CougarNet website noted above, just click on Admitted Students and follow these instructions. To get started you will need to know your 9-digit SIUE ID number and your birth date.

First Time Users - Establish your Personal Identification Number (PIN)

- 1** Enter your 9-digit SIUE ID number — Do not use dashes or spaces.
- 2** Enter your birth date in the PIN box — Use six digits in this format: MMDDYY
- 3** Use the mouse to click on **Login**.
- 4** On the **PIN Change** screen
 - ▶ Enter your birth date again using six digits.
 - ▶ **Create a new 6-digit alphanumeric PIN. Be sure to use something which you will remember since you will NOT use your birth date again.**
 - ▶ Enter that same 6-digit number again as a confirmation of your new PIN.
 - ▶ Choose a security question and answer (to be used when you forget your PIN).
 - ▶ Use the mouse to click on **Update**.
- 5** Use the mouse to click on **Click Here to Begin** (blue line near top of page)
- 6** Follow directions below for using CougarNet after you have established your 6-digit PIN.

To use CougarNet after you have established your 6-digit PIN:

- 1** Enter your 9-digit SIUE ID number — Do not use dashes or spaces.
- 2** Enter your previously created 6-digit PIN — **Do NOT use your birth date again.**
- 3** Use the mouse to click on **Login**.
- 4** On the **CougarNet Personal Records** screen
 - ▶ Use the mouse to choose the information you want to access.
 - ▶ On some screens you may need to highlight the requested data and click on **Submit**.

Forgot your PIN?

- 1** Use the **University ID and PIN lookup**.
 - ▶ Enter your e-ID and password and you will receive your 9-digit ID number and your PIN.
 - ▶ Your e-ID is your e-mail username assigned by OIT. Your password is whatever you changed it to last.
- ❖ After three unsuccessful attempts to enter your PIN, you will be locked out of CougarNet, so it is important to use the lookup feature before you are locked out.
- ❖ If you are locked out of CougarNet and you are outside the local area, contact the Service Center by phone at 618/650-2080. We will be able to remove your lockout but, for protection of your privacy, we may not be able to reset your PIN over the phone.
- ❖ If you are locked out of CougarNet and you are in the local area you will need to come to the Service Center in 1309 Rendleman Hall and present a valid photo ID (to ensure that only you can make changes to your PIN). A staff member will remove your old PIN so that you can establish a new PIN.