

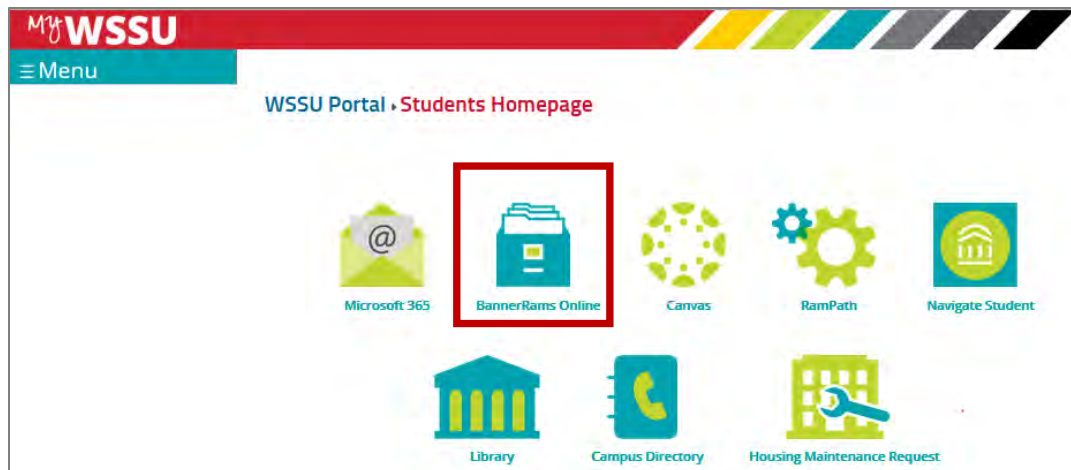
WSSU Student Microsoft 365 Email Account Management



1. Open a Google Chrome/Mozilla FireFox browser and open the University homepage [WSSU Homepage](#)
2. Click on “**Current Students**”
3. Click the **MyWSSU** icon

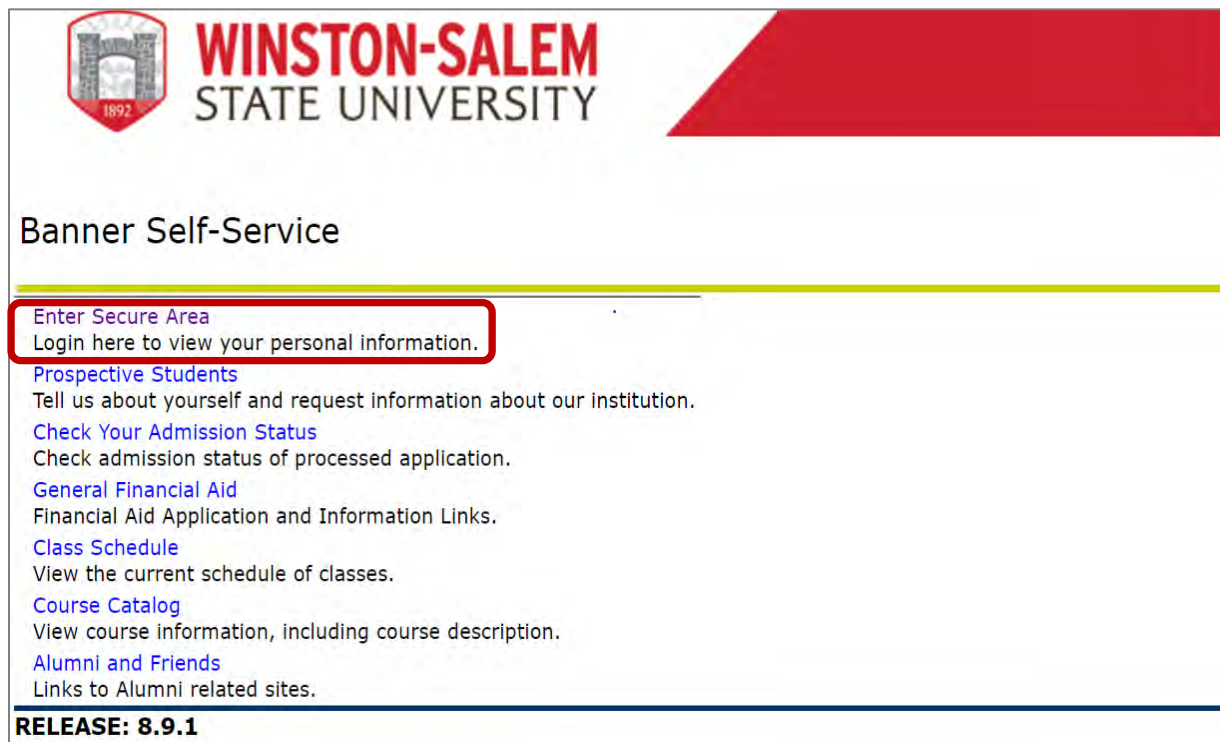
A screenshot of the WSSU MyWSSU login page. The page features the WSSU logo on the left. On the right, there are two input fields: 'RAM ID' with the value 'Tstudent4000' and 'Password' with masked characters. Below the fields is a 'Sign In' button. At the bottom, there are links for 'Trouble signing in?' and 'Need Technical Support?' and a disclaimer about the service's terms of use.

4. Login using your **RAMID** and **Password**.
5. Click **Sign In**



6. Click the **BannerRams Online** icon on the Student Homepage.

You will be directed to the Banner Rams Online page.



7. Click on “**Enter Secure Area**”



User Login



Welcome To BANNER RAMS Online

Please enter your Banner ID and your 6 digit Personal Identification Number (PIN) to Login.

When you are finished, please Exit and close your browser to protect your privacy.

NOTE: Your PIN should only be 6 digits in length!

User ID:
PIN:

Login

Forgot PIN?

RELEASE: 8.9.1

8. Enter your **Banner ID** and **Password** and click the “**Logon**”



Personal Information Student Financial Aid Employee

Search Go

[SITE MAP](#) [HELP](#) [EXIT](#)



Student Main Menu

Complete an application for admissions; Register for classes; Display your class schedule; View your holds; Display your grades & transcripts; Review Financial Aid requirements & awards.



Employee Main Menu

View your benefits information; View your leave history or balances, job information, pay stubs, W-2 forms; W-4 information; Create requisitions, purchase orders & budget transfers; Query budget & encumbrance data and more.




Personal Information

View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; View name change & social security number change information; Change your PIN; Customize your directory profile.

[Return to Homepage](#)

RELEASE: 8.9.1

9. Click “**Personal Information**” to view and update email information.

 **WINSTON-SALEM**
STATE UNIVERSITY


Personal Information Student Financial Aid Employee

Search Go RETURN TO MENU SITE MAP HELP EXIT

[Change PIN](#)
[Change Security Question](#)
[View Address\(es\) and Phone\(s\)](#)
[View E-mail Address\(es\)](#)
[Directory Profile](#)
[View Emergency Contacts](#)
[Update Emergency Contacts](#)
[Update Marital Status](#)
[Name Change Information](#)
[Social Security Number Change Information](#)
[Answer a Survey](#)

RELEASE: 8.9.1


10. Click the **View Email Address(es)** link.

 **WINSTON-SALEM**
STATE UNIVERSITY


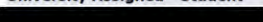
Personal Information Student Financial Aid Employee

Search Go RETURN TO MENU SITE MAP HELP EXIT

View E-mail Address(es)

 Your active e-mail addresses are displayed in order by address type.

E-mail Addresses

Personal One (Home)

University Assigned - Student

Comment: ACCTGEN

RELEASE: 8.7

11. View your active email addresses in order by address type.