

# Getting Started at SUNYIT

## A Guide for New Students

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**Graduate Center** (315) 792-7347

**Registrar** (315) 792-7262

**Student Accounts** (315) 792-7412

**Cayan Library** (315) 792-7245

**Bookstore** (315) 792-7257

**ITS Help Desk** (315) 792-7440

**SUNYIT Website**  
[www.sunyit.edu](http://www.sunyit.edu)

**ITS Help Desk**  
[www.sunyit.edu/its/helpdesk](http://www.sunyit.edu/its/helpdesk)

**Banner Web**  
[bannerweb.sunyit.edu](http://bannerweb.sunyit.edu)

**Cayan Library**  
[www.sunyit.edu/library](http://www.sunyit.edu/library)

**IT Services**  
[www.sunyit.edu/its](http://www.sunyit.edu/its)

**Online Learning**  
[www.sunyit.edu/online](http://www.sunyit.edu/online)

**Course Schedule**  
[www.sunyit.edu/calendars\\_event/s/course\\_exam.inc](http://www.sunyit.edu/calendars_event/s/course_exam.inc)

**Academic Calendar**  
[www.sunyit.edu/calendars\\_events/academic\\_calendars.inc](http://www.sunyit.edu/calendars_events/academic_calendars.inc)

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## Welcome to SUNYIT!

*We are so pleased that you have decided to join our campus community. Please note that if you are taking an online course, they open for viewing one week prior to the official semester start date.*

*Now that you are registered for classes, here are some important things you need to know:*

### 1. Activate Your SUNYIT Email Account

**Official college communications are sent to SUNYIT email addresses. Now that you are registered for classes, this is the last e-mail that will be sent to your personal email address. It is critical that you activate your SUNYIT email account immediately.**

To look up your SUNYIT email address, login to Banner Web ([bannerweb.sunyit.edu](http://bannerweb.sunyit.edu)). It is located under the **Personal Information** menu and **View SUNYIT Campus Email address** option.

Remember to check this email often and to use it for correspondence with SUNYIT offices. SUNYIT email is accessible from [webmail.sunyit.edu](http://webmail.sunyit.edu) one hour after your SITNet ID is activated (see #3 below for SITNet ID activation information).

**Your billing notification will only be sent to your SUNYIT email address.**

### 2. Pay Your Bill

In addition to paying your bill, all registered students must confirm their charges. If payment is not received and your charges are not confirmed, your registration may be cancelled and you will not be able to access/attend the course(s).

Information on confirmation of charges and payment options (using QuikPay or the Time Payment Plan) can be found at [www.sunyit.edu/payment/](http://www.sunyit.edu/payment/).

SUNYIT now uses e-Billing. **Your billing notification will only be sent to your SUNYIT email address.** Please activate your SUNYIT email account immediately to receive notifications that your billing statement has been processed or to view current account activity.

If your employer is providing you with tuition support, visit [www.sunyit.edu/bursar/forms](http://www.sunyit.edu/bursar/forms) to learn about our Employer Sponsorship option.

### 3. Activate Your Campus Computer Account

You must login to BannerWeb to activate your computer account. This process includes creation of a security question and answer, creation of a new password and acceptance of terms of usage and responsibility.

Go to [bannerweb.sunyit.edu](http://bannerweb.sunyit.edu)

Click [Enter Secure Area](#)

\*\*\*\* INFORMATION FOR FIRST TIME LOGIN ONLY \*\*\*\*

**User ID:**            **Social Security Number** (no dashes)

**PIN:**                **Birth Date** (6-digits: MMDDYY e.g. 060892)

Click [Login](#)

[Re-enter Old PIN](#) (Reenter your birth date)

[Enter new PIN:](#) (exactly 6 characters with at least 2 numbers and 2 letters.)

[Re-enter new PIN](#) (type this exactly as you typed the 6 characters above.)

Click [Login](#) Type a security question and your answer (e.g. City you were born in? Mother's maiden name? First pet's name?)

Click [Submit](#)

Read the statements and click [Continue](#) until you reach the "Process Statement of Responsibility Agreement."

You have just activated your campus computer account username and password. Your account username is called SITNet ID. It is found under the [Personal Information](#) menu. Select [Display SITNet ID](#). Your SITNet password is the 6 character PIN you just created.

### 4. Verify Your Contact Information

Open the [Personal Information](#) menu and review your mailing address, phone numbers, email addresses and emergency contact information. Call the Registrar's office to correct any errors. Log off Banner Web. Click [Exit](#).

### 5. Read Important Information Below

#### SITNet ID

Your SITNet ID is the login for many campus resources, including ANGEL, Banner Web, computer labs, library services, SUNYIT email and Request Tracker. SITNet ID holders are responsible for **all** account activity associated with their SITNet IDs. To avoid use by anyone else, keep the password confidential, change it periodically and do not save it in e-mail clients or browsers.

Your SITNet password is updated at the top of the hour when you change your PIN (password) in Banner Web. You may change it immediately with the SITNet Password Reset at [webserver2.sunyit.edu/apps/password\\_reset/](http://webserver2.sunyit.edu/apps/password_reset/)

#### ANGEL Learning Management System

Students registering for online or hybrid courses should go to the Online Learning website ([www.sunyit.edu/online](http://www.sunyit.edu/online)) for information to get started, get help, and gain access to courses. Online and hybrid courses open for viewing one week prior to the official semester start date.

NOTE: The ANGEL system has its own mail system for communication with instructors and students; however, you are still required to utilize your SUNYIT e-mail account for official college communication.

## **Classrooms**

Classrooms have been assigned to your courses. Log-in to Banner Web to view your schedule and locate your classrooms.

## **Textbook Information**

Textbook information is available on the college website. Go to Current Students, Bookstore, Books, Textbooks & Course Materials. You will be able to search for fall courses by department. Please contact the Bookstore with any questions.

## **Hours of Operation**

The college's official hours of operation are Monday-Friday from 8:30 am to 4:30 pm.

## **Academic Calendar**

Please review the SUNYIT Academic Calendar for important deadlines at:

[www.sunyit.edu/calendars\\_events/academic\\_calendars.inc](http://www.sunyit.edu/calendars_events/academic_calendars.inc)

## **Academic Departments**

For questions related to your academic program, please contact your department:

### ***For MS Accountancy/MBA Technology Management/MBA Health Services Management:***

Department of Business Management (315) 792-7337

### ***For MS Nursing:***

Department of Nursing & Health Professions (315) 792-7295

### ***For MS Information Design & Technology:***

Department of Communication & Humanities (315) 792-7389

### ***For MS Computer & Information Science/MS Telecommunications:***

Department of Computer Information Sciences (315) 792-7354

### ***For MS Advanced Technology:***

Department of Engineering, Science & Mathematics (315) 792-7234

## **Disability Services**

If you have a documented disability and require accommodations, please contact Sue Sprague, Disability Services Coordinator at (315) 792-7170.

## **Miscellaneous**

If your attendance status is changing (if you don't plan to attend classes, or you're going from full-time to part-time), please contact the Registrar's Office before classes start so your registration, billing and financial aid, if applicable, can be adjusted.

You are responsible for verifying your registration information online. Add/drop online registration on Banner Web will be available through the first week of classes.