



Quick Instruction Guide

OFFICE OF ADMISSIONS

Included here are instructions for setting up MyIUP, submitting your tuition deposit, setting up your IUP email, and submitting your Housing Agreement and deposit.

To set up your MyIUP account for the first time:

Go to: www.iup.edu/MyIUPsetup and use the link for Admitted Students under First Time Set Up.

- Enter your University ID (beginning with the @ sign) or your birth date and your personal email address used when applying to verify your account.
- Once you are verified, you will receive your IUP username and set your password to access MyIUP at

<https://my.iup.edu> or through the IUP Mobile App, www.iup.edu/iupmobile.

To submit your tuition deposit:

Once you have created your MyIUP account, access it using the username provided and your password.

- To submit your IUP deposit, find the link in the Make My Deposit box on the front page of the portal—you may have to scroll down if accessing it on mobile device; it will take you directly to your IUP EasyPay account.
- Read the information and scroll down to click the “IUP-EasyPay” button.
- Select ‘Deposits’ to submit your tuition deposit confirming your intent to enroll at IUP!

Your deposit should post within 24 hours. Once it is registered within the IUP system, you will have access to new information in your IUP portal including links to orientation, your housing agreement, and your Hawks 101 classes. You will also be able to set up your IUP email account, which we recommend for receiving receipts for your payments. **You will not have the ability to secure your housing until your payment is updated.**

To set up your IUP email account/reset e-mail password:

- Visit the site <https://my.iup.edu>.
- Sign in with your four character “IUP network account username” and the password that you set during the account activation process.
- Click the Personal Info page link.
- Under the Personal Information section, click Password reset options.
- After the page displays, check the checkbox beside E-mail.
Note: For security purposes, your e-mail account is separate from your IUP network account and has its own password.
- Click Set Selected Passwords.
- Follow the prompts to change your e-mail password.
- After seeing the “password successfully changed” message, close the page to return to MyIUP.
- Click on the Home link.
- Click imail (top right corner of page, under Quick Links.)
- Sign in with your four character “IUP network account username” and the e-mail password that you just set.

To submit your Housing Licensing Agreement and housing deposit (if you have previously submitted your tuition deposit):

- Steps for completing your Online Housing Agreement.
- Sign in to MyIUP
- Once you are logged into MyIUP, select the ‘Campus Services’ tab.
- Select ‘Complete Housing License Agreement’ under the Housing section.
- Please select the term that you will be attending (Fall 2017).
- Complete the Online Housing Agreement as prompted. Please follow the instructions. If you have any difficulty, please contact us at 724-357-2696.
- After you click ‘Submit’ on the Online Housing Agreement, you will receive a message that your choices were saved successfully.
- You will then be directed to IUP-EasyPay to submit your \$80 Housing Prepayment. Please be sure to select the ‘**Deposits**’ tab to submit your prepayment. You can use an e-check, credit, or debit card.

You will receive confirmation e-mails from us in your IUP e-mail account. One email will verify your Housing Agreement submission and one email will verify the receipt of your \$80 Housing Prepayment.

This information is included in your Enrollment Confirmation mailing, which you should receive within two weeks of submitting the deposit.