

HOW DO I SET UP MY.EMICH ACCOUNT/RESET MY PASSWORD?

Click on the link for your my.emich account at the main webpage for Eastern Michigan University (www.emich.edu).

On the main page for my.emich, click on “How do I get my username and password.”

Once the page for my.emich Account Activation opens, follow these steps:

1. Choose Students
2. Select Next Step
3. Type in your student ID and PIN
4. Hit Submit
5. Write down/print page with your username and temporary password
6. Choose Next Step
7. Type in user name and temporary password
8. Select Login
9. Answer challenge question and create a unique challenge question

HOW DO I REGISTER/DROP MY CLASSES?

Once you login to your my.emich account, follow these steps to register/drop a class:

- Click on the Student tab
- Scroll down to the Services Main Menu
- Follow each of these steps:
 1. Student Services
 2. Registration
 3. Select a Term
 4. Add or Drop Classes
 5. To register, add the CRN (Course Reference Number) if known, or choose Class Search to find available classes. Hit Submit Changes.
 6. To drop, change action status box on appropriate class to Web Drop
 7. Hit Submit Changes
 8. View class schedule to confirm changes (view next instructions)

HOW DO I VIEW MY CLASS SCHEDULE?

Once you login to your my.emich account, follow these steps to view your class schedule:

- Click on the Student tab
- Scroll down to the Services Main Menu
- Follow each of these steps:
 1. Student Services
 2. Registration
 3. Student Detail Schedule

HOW DO I VIEW MY FINAL GRADES?

Once you login to your my.emich account, follow these steps to view your final grades:

- Click on the Student tab
- Scroll down to the Services Main Menu
- Follow each of these steps:
 1. Student Services
 2. Student Records

3. Final Grades
4. Select a Term
5. Hit Submit

HOW DO I PRINT MY UNOFFICIAL TRANSCRIPT?

Once you login to your my.emich account, follow these steps to print your unofficial transcript:

- Click on the Student tab
- Scroll down to the Services Main Menu
- Follow each of these steps:
 1. Student Services
 2. Student Records
 3. Academic Transcripts
 4. Select transcript level (ALL) and type (Web)
 5. Submit
 6. Print using file menu

HOW DO I UPDATE MY ADDRESS?

Once you login to your my.emich account, follow these steps to update your address:

- Click on the Student tab
- Scroll down to the Services Main Menu
- Follow each of these steps:
 1. Personal Information
 2. Update addresses and phones
 3. Update an existing address by selecting the link next to the corresponding address
 4. Hit the submit button
 5. Insert a new address by choosing the address type from the list and selecting Submit

Have questions after hours? Ask EMU!
Click on the “Ask EMU” link on the EMU homepage to ask questions regarding Admissions, Financial Aid, Records and Registration, Student Business Services & ICT Helpdesk.

Courtesy of Service EMU
268 EMU Student Center
www.emich.edu/serviceemu
service.emu@emich.edu

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Instructions For
*Records and
Registration
Services*
Available on
my.emich