Signing In to the myZou Application

Trigger:
When you need to access the myZou system to view, update, or add data.

Concept

Signing in to myZou is just like accessing a secure page on a web site.

First, open a web browser, such as Internet Explorer. This can be done by clicking on the Internet Explorer icon, from the Start menu, on your computer. Then, type in the URL for the myZou database you are trying to access (see URLs section). NOTE: Instead of typing in the URL every time you need to sign in to the site, you may set the URL as a Favorite or Bookmark in your web browser.

When the sign in page displays, enter your user ID, press tab, and enter your password. Note that for the production databases these are the same as you use for e-mail (also referred to as Exchange ID, SSO ID, or NT ID. Notice that for security purposes, when you type the password, it will be shown with black dots instead of the actual characters. Remember that the password is case sensitive.

Field(s) | Comments
--- | ---
PawPrint | Your PawPrint is the same network ID that you use to sign on to your computer and email.
For faculty/staff this most often is your last name first initial. (example: Name: John Smith, PawPrint: smithj)
The PawPrint is NOT case sensitive.
Password

Your password is the same network password you use to signon to your computer and email.

If you change your network password using Division of IT Password Manager website (URL: https://iatsact.missouri.edu/revamp/wizards/passwordManager/passwordManager.jsp) your password for the myZou application will automatically be changed as well.

<table>
<thead>
<tr>
<th>Output - Results</th>
<th>Comments</th>
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<tbody>
<tr>
<td>You will be logged into the myZou system.</td>
<td>If you encounter issues while logging into the myZou system contact the Division of IT Help Desk at 882 - 5000.</td>
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</tbody>
</table>

**Additional Information**

Changing your network password using the DoIT Password manager site (https://iatsact.missouri.edu/revamp/wizards/passwordManager/passwordManager.jsp) will automatically update your password to myZou.
Procedure

When you open your default browser's window and type in the URL for your application or select the bookmark for the page in which you would like to work, the Sign In page appears.

Please refer to: https://myzou.missouri.edu/psp/prd/?cmd=login
myZou Introduction & Basics: Signing In to the myZou Application

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<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>myZou Internet Architecture structure provides &quot;single signon&quot; access, which allows you to work in multiple myZou applications and databases without having to sign out and sign in again. If your organization has not implemented single signon, then the system prompts you to enter a PawPrint and password each time that you access a different PeopleSoft application. The Password field is case sensitive. <strong>Note:</strong> Your PawPrint and password for access the production database is the same as what you use for e-mail (also referred to as Exchange ID, SSO ID, or NT ID) Enter the desired information into the <strong>PawPrint</strong> field. Enter &quot;<strong>Enter Your PawPrint</strong>&quot;.</td>
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<tr>
<td>2.</td>
<td>Once you have typed in the user ID, you can type in the password. Notice that for security purposes, when you type the password, it will be shown with asterisks. <strong>Also note that passwords are case sensitive.</strong> Enter the desired information into the <strong>Password</strong> field. Enter &quot;<strong>Enter Your Password</strong>&quot;.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Log In</strong> button.</td>
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| 4.   | If the information you entered is valid, the system will display the Home page for your myZou system.  

For security purposes, your myZou system logs you out of your application after 20 minutes of inactivity. Two minutes prior to your session timeout, the system provides a warning that your browser session is about to expire. (See image below)  

Click the OK button to remain logged into the system. **End of Procedure.** |