

Ohio State Student Technology Checklist

Follow these steps on your cell phone to be prepared for classes.
Need help? Call the IT Helpdesk (614-688-HELP), open 24/7.

Forgot your username? Forgot your password?

- Your **username** is your last name, then a period, then a number.
We call this your “name-dot-number,” or “name.#” for short.
- Your **password** will be the same for all OSU websites, and you’ll be prompted to update it every 90 days.
- **Forgot either one?** Go to my.osu.edu and follow the prompts. Still stuck? Call the IT Helpdesk (614-688-HELP), open 24/7.



Connect to eduroam

1. Connect to the internet (you can use your cellular network or connect to the Ohio State guest network, WiFi@OSU).
2. Open a browser and go to wireless.osu.edu.
3. Click the “Connect to eduroam” button and follow the prompts.

Why eduroam?

Eduroam is the preferred secure wireless network at Ohio State, with osuwireless targeted for retirement in Summer 2024



BuckeyePass

A required security measure to keep your OSU account safe. Use BuckeyePass.osu.edu to register and edit devices/phone numbers. Register at least two devices (usually your cell phone & OSU iPad), as you’ll need at least one of these with you while on campus.



Duo Mobile

Duo is the app that makes BuckeyePass work. Avoid getting phone calls every time you sign in—enable push notifications instead. Download Duo from your App store, then set up your account. For help, visit digitalflagship.osu.edu/duo (including the “resources to remember” link in red at the bottom of the page).



BuckeyeLink

Sign in to BuckeyeLink.osu.edu. Save this page to your “Favorites” or “Bookmarks” on your phone; it’s your one-stop shop for doing business at Ohio State. Click “My Buckeye Link” (top left tile) to access your personal account information.



OSU Email: Microsoft Outlook

You can always access your Buckeyemail at email.osu.edu, but the Outlook app is much faster and can send you notifications so you don’t miss any important messages.



THE OHIO STATE UNIVERSITY

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DocuSign: iPad User Agreement

Click the link in your OSU email to open the DocuSign website. Can't find it? Use your email's search bar and search "DocuSign." Sign in with your LastName.#@osu.edu and your OSU password. Make sure to sign the agreement. Select "finish."



Ohio State App: Download & Sign In

View your class schedule, final grades, BuckID balance, notes from advisors, and more! Search for "Ohio State app" in the app store or go to osu.edu/downloads/apps/ to download the app. Then click "Log In" and use your LastName.# and OSU password.



Carmen: Bookmark & Sign In

Go to carmen.osu.edu and add the website to your "Bookmarks" or "Favorites" on your web browser because you'll use Carmen every day. Carmen is OSU's learning management system to access course materials, contact professors, and keep track of due dates. Sign in with your OSU LastName.# and OSU password. By the first day of classes, your courses will show up in the "courses" list.



Set up OSU Email (aka Buckeyemail) on your cell phone

1. Download the Outlook app from your App Store or Google Play Store.
2. Open Outlook. Tap Get Started.
3. Menu > Settings > Add Account > Add Email Account

Note: Some phones may not need this step; that's ok. Some Android phones may have slightly different steps depending on their operating system. If you get stuck, ask a staff member.

4. Type your LastName.#@buckeyemail.osu.edu then tap Continue.
5. Tap Setup Account Manually
 - a. Tap Exchange as your email provider
 - b. Type your LastName.#@buckeyemail.osu.edu and your OSU password.
 - c. Type a description for the account (example: OSU Email)
 - d. Tap Sign In, then your email will appear in Outlook.
(It may take a minute for your emails to load; please be patient.)

For additional technology resources visit it.osu.edu/students

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Remember: If your email app isn't working, you can always access your email at email.osu.edu.