

Troy University  
Phenix City Campus  
Campus Technology Information

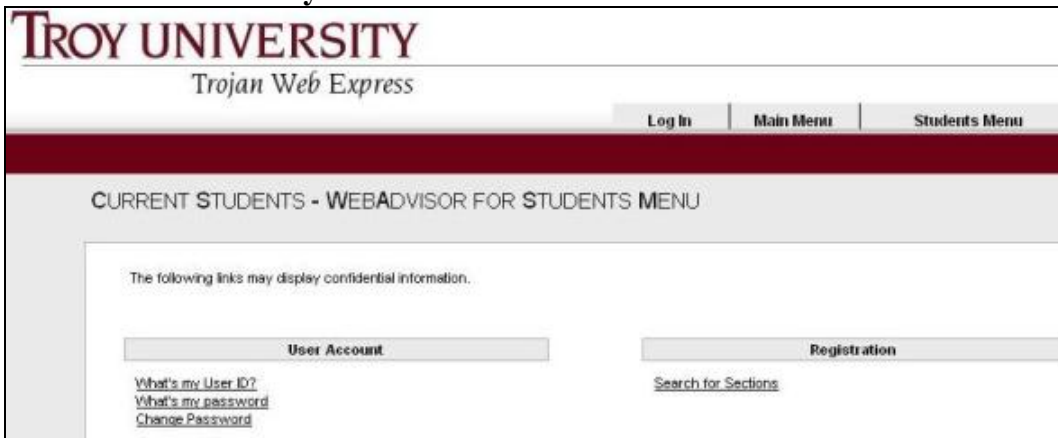
At Troy University there are three internet based systems that are vital to the daily lives of students. These systems are Web Express, Web mail and Blackboard. All three systems utilize the same user ID assigned to each student.

### User Id

To find out your user ID go to <http://phenix.troy.edu> and click on the Web Express link on the left hand side of the page. **Note: Web mail and Blackboard are also listed.**

Click on the student menu option. You will see a page like the example below.

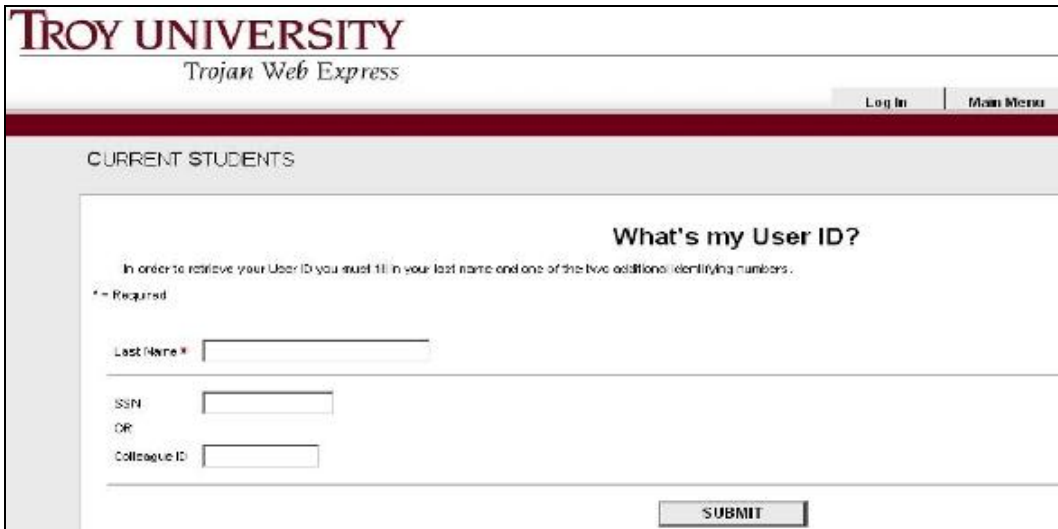
#### 1. Click on 'What's my User ID?'



The screenshot shows the Troy University Trojan Web Express interface. At the top, there is a navigation bar with 'Log In', 'Main Menu', and 'Students Menu' links. Below this is a header for 'CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU'. A warning message states: 'The following links may display confidential information.' Below the warning are two main sections: 'User Account' and 'Registration'. Under 'User Account', there are three links: 'What's my User ID?', 'What's my password', and 'Change Password'. Under 'Registration', there is a link for 'Search for Sections'.

#### 2. Enter your last name and social security number.

#### 3. Click Submit.



The screenshot shows the 'What's my User ID?' form. The title is 'What's my User ID?'. Below the title is a instruction: 'In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.' There is a note: '\* - Required'. The form has three input fields: 'Last Name \*', 'SSN', and 'OR Colleague ID'. A 'SUBMIT' button is located at the bottom right of the form.

#### 4. Your User ID will appear on the screen.

### Passwords

At present each student has a default password for each internet based system. These default passwords are:

**Web Express = last 4 digits of your social security number (Password must be change on first login)**

**TSU Web Mail = birth date (mmddyyyy)**

**Blackboard = last 4 digits of your social security number**

**For help with any of these systems please call 334-448-5180 or 334-448-5192**