

## O-KEY

(Orange Key) is the identity account of each individual who has a formal affiliation with Oklahoma State University. The O-Key credentials – the Campus Wide Identification (CWID) number, O-Key username, email address, and password – are joined in the O-Key account to provide secure single sign-on access to IT and other services. Administratively, O-Key is used to manage access to services based upon the roles of each individual associated with OSU. O-Key credentials provide login information to access OSU’s online systems including my.okstate.edu portal, Email, the Online Classroom, and the Microsoft Software Distribution Center.

### HOW DO I ACTIVATE MY O-KEY ACCOUNT?

- Visit my.okstate.edu.
- Click on Activate Your O-Key Account link under the login button.
- Upon completion of the activation wizard, it may take 24 hours or more before your new account is ready to use.

### USE O-KEY TO:

- Reset passwords every 120 days
- Set up email
- Set up confidential contacts in case of an emergency
- Sign up for Campus Alerts - users can receive the alerts about emergencies on campus via a voice message and/or text
- Students use O-Key to select or change their preferred email delivery system - Cowboy Mail or Orange Mail.

### QUESTIONS ABOUT YOUR O-KEY ACCOUNT?

- Contact the Technology Support Center at 405-945-6767 or email [okc.helpdesk@okstate.edu](mailto:okc.helpdesk@okstate.edu).

### EMERGENCY ALERT INFORMATION

This is a reverse 9-1-1 system that will notify you in the event of an emergency here on the OSU-OKC campus. To receive emergency messages from OSU-OKC, you must provide your voice and text telephone numbers. It’s as easy as logging into your O-Key account at <http://my.okstate.edu>.

Click on “Campus Alerts” on the left-hand navigation bar and use the drop-down menu to select Emergency Voice and/or Emergency Text. Enter your number, cell phone service provider and an email address. Update your contact information any time by logging into your O-Key account.

- Upon activation completion, your screen will display your “Personal Profile.”

## TECHNOLOGY SUPPORT CENTER

- OSU-OKC’s “walk-up” and “live” help desk area for instant technical support
- Open 5 days a week
- Staffed with highly-trained support technicians who can help students, staff and faculty with:
  - O-Key
  - Online Classroom
  - Software downloads
  - Wireless Internet access
  - And many other technology-related issues!

Office Hours:  
Monday-Friday 8 a.m.—7 p.m.  
Saturday & Sunday  
Closed

Location and Phone:  
Learning Resource Center, 1st Floor  
405.945.6767