Steps to Getting Started as a New Student in an Online Program

**Step 1: Submit your Acceptance Letter and Pre-admission Deposit**
Accepted students must submit an acceptance letter and pay a deposit to hold their place in the entering class. The amount required for the deposit is specified in the offer of admission letter. Submitting an acceptance letter and paying the deposit must be done through your applicant portal, found at [https://apply.esf.edu/account](https://apply.esf.edu/account). The deposit is applied toward charges on the Bursar's bill for the first semester of attendance. This deposit is refundable only by written request received at the ESF Admissions Office (esfinfo@esf.edu) by:

- July 1, 2020 for fall admission
- November 1 for January admission OR
- 30 days after acceptance, whichever is later

**Step 2: Financial Aid**
The [ESF Office of Financial Aid & Scholarships webpage](https://www.esf.edu/financial-aid) has detailed information about financial aid. If you wish to be considered for financial aid, you must fill out a [Free Application for Federal Student Aid (FAFSA)](https://www.fafsa.gov) and list SUNY ESF as your school choice. You will need to fill out a FAFSA every year. Apply for financial aid as soon as possible if you haven’t already.

**Step 3: Set up your ESFiD and SU NetID**
Because of the unique relationship ESF has with Syracuse University, you will be issued a 9 digit “SU ID” number, an “SU NetID” credential (username and password), and an “ESFiD” credential. Your official ESF student email will be your SU NetID@syr.edu email account.

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<thead>
<tr>
<th>ESFiD</th>
<th>SU NetID</th>
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<tbody>
<tr>
<td><strong>Activate your ESFiD</strong></td>
<td><strong>Activate your SU NetID</strong></td>
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<tr>
<td>Your ESFiD will be used to access...</td>
<td>Your SU NetID will be used to access...</td>
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<tr>
<td>• ESF Student Portal - student records self-service portal</td>
<td>• MySlice - class registration portal</td>
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<tr>
<td>• ESF.EDU - student email <a href="https://www.esf.edu/student-email">ESF email log-in</a></td>
<td>• Blackboard - course management system used for most classes at ESF and SU</td>
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<td>• ESF Office 365 - including Microsoft application, OneDrive, online versions of the Office apps, etc.</td>
<td>• SUmail - your @syr.edu email, which will be your official student email. <a href="https://www.syr.edu/sumail">SUmail log-in</a></td>
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<td>• SUNY Portal and other SUNY systems</td>
<td>• Any other student services offered through SU - <a href="https://www.linkedin.com">LinkedIn Learning</a>, Adobe Connect, etc.</td>
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The ESF Student Portal is where you find...
- Curriculum Plan Sheets
- Grade Reports
- FERPA waivers (which manages who may see your information)
- Personal financial aid information
- Emergency contact information
- Your SU ID number

The SU MySlice portal is where you...
- Find and register for new classes
- Make changes to your course schedule during the add/drop period
Step 4: Complete Student Pre-Orientation Tasks
Details for each of the tasks below appear automatically in your ESF Student Portal (banner.esf.edu/StudentSelfService/). In the portal, new students must:

- Accept financial aid award (if applicable).
- Enter emergency contact information
- Agree to student policies - agree to abide by policies presented in the ESF Student Handbook
- Upload photo - supply a headshot for your official personal file and ID card
- Complete disabilities identification form (if applicable)
- Complete ESF Immunization History Form and upload to your ESF Student Portal, please see important online-only student exemptions.
- Complete FERPA waiver (if applicable) to allow release of billing information to someone you designate
- Health Insurance is not automatically provided to online-only students. You are eligible to enroll in the college health insurance plan through United Healthcare. Please inquire with Program Coordinator for more information.
- Review your curriculum plan sheet

Step 5: Complete Alcohol EDU and Sexual Violence Prevention Course
Students must complete online programs designed to help promote smart decision making in college around alcohol and drugs, sexual violence, and bystander intervention. You will receive communications from the Division of Student Affairs regarding registration and completion to launch in mid-August and due in the Fall Semester.

Step 6: Speak with the Sustainability Management Program Coordinator
If you have not already, you should be receiving an email from the Program Coordinator, Katherine Lang (klang01@esf.edu; 315-470-6818), to set up a time for academic advising. We want you to be successful at ESF and academic advising will help to ensure your progress towards degree completion.

Step 7: Review Course Schedule
Incoming students will be registered for required courses by the Registrar in consultation with your advisor. You will be able to make adjustments to your schedule (available in your ESF Student Portal) the weekend before classes begin.

Step 8: Tuition, Fees, and Billing
Review the Tuition and Fees information to ensure you understand the cost of courses. Bills can be accessed through your ESF Student Portal, which is also where you will pay your bill electronically. Please refer to the Bursar’s website for payment due dates.

Step 9: Orientation
Prior to the start of classes you will be enrolled in ESF Online Orientation ’20-’21. You will receive notice through your syr.edu email with a link to the course in Blackboard. This course is intended to provide you with information and resources to support your success throughout your academic career at ESF.