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 is specified in the offer of admission letter, and this can all be done through your applicant portal, found at https://apply.esf.edu/account. The deposit is applied toward charges on the Bursar’s bill for first semester of attendance. Specific instructions can be found at https://www.esf.edu/accepted/.

Step 2: Apply for Financial Aid
The ESF Office of Financial Aid & Scholarships webpage 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) 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 - ideally, at the same time you apply for admission to SUNY ESF.

Step 3: Set up your SU NetID and ESFiD
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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<tr>
<th>ESFiD</th>
<th>SU NetID</th>
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<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>• MyESF - student records portal</td>
<td>• MySlice - class registration portal</td>
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<tr>
<td>• ESF.EDU - student email ESF email log-in</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. SUmail log-in</td>
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<td>• SUNY Portal and other SUNY systems</td>
<td>• Any other student services offered through SU - LinkedIn Learning, Adobe Connect, etc.</td>
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The MyESF portal is where you find...
• Curriculum Plan Sheets  
• Grade Reports  
• FERPA waiver (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 MyESF Action Items
Details for Action Items appear automatically in your MyESF account (MyESF.esf.edu) at the appropriate time. New students must:

- Accept financial aid award (If applicable, you will receive an email notifying you that your financial aid award is available online. Follow the link to view and print your award. Accept or decline your award online).
- 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 *Due August 1st*
- Complete ESF Immunization History Form and upload to your ESF Student Portal, please see important online-only student exemptions. *Due August 15th*
- 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.

Step 5: Complete Online Education Assignment
Students must complete online programs designed to help promote responsible decision-making in college around alcohol and drugs, sexual violence, and bystander intervention. An email will be sent to your syr.edu email account with a registration code to the program. Please note: Failure to complete this course will affect your ability to register for spring 2022 classes. *Due November 3rd*

Step 6: Speak with the Sustainability Management Program Coordinator
If you have not already, you should be receiving an email from the Program Coordinator and Sustainability Management Academic Advisor, 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 conjunction with a student’s advisor. You will be able to make adjustments to your schedule (available in your MyESF 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 access through your MyESF 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
Beginning *August 16th* you will be enrolled in ESF Online Orientation ’21-’22. 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.

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