

New Student Account Claim

Howard Payne University



Part 1 – Set a Secure Password

Welcome to HPU! New students must claim their HPU account in order to gain access to HPU Gateway, University email, Office 365 for Education, campus computers, wireless access for personal devices, the Blackboard Learn system, and Atomic Learning. The process is quick and easy, and will only need to be completed once.

- 1) Navigate your browser to the Account Claim tool by visiting the HPU home page at www.hputx.edu, then choose **Quick Links** from the bar at the top of the page.

QUICK LINKS

[Howard Payne University > Quick Links](#)

STUDENTS

[HPU Email & Office 365](#)
[HPU Gateway \(Replaced CampusConnect\)](#)
[User Account Claim for New Students](#)
[OrgSync](#)
[Events](#)
[Bookstore](#)
[Form 1098-T](#)
[Wellness Center](#)

ACADEMICS

[Blackboard](#)
[Class Schedule - May, Summer and Fall 2016](#)
[HPU Catalog](#)
[Exam Schedule - Fall 2016](#)

FACULTY AND STAFF

[HPU Webmail](#)
[HPU Gateway \(Replaced CampusConnect\)](#)
[Payroll Stubs/Leave/AW-2s](#)
[Institutional Effectiveness Planning Module](#)
[HPU Purchasing](#)
[PowerCampus Analytics](#)

- 2) Note that **Quick Links** holds many useful links to campus systems, including student email and Office 365, Blackboard, etc. To continue with the account claim process, select **User Account Claim for New Students** under the **Students** section.

- 3) You will be taken to the HPU Gateway login page.

Username

firstname.lastname

Password

temporary password sent to your personal email account

Sign in with your HPU username and password

firstname.lastname

Sign in

If you did not receive this temporary password, please contact IT Services.

- 4) You will be asked to update your password. This will change your password for all HPU systems. Please choose one that is secure and something you can remember.

Best practice is to include both capital and lower case letters, at least one number, and a special character.

The old password value requested here will be the temporary password sent to your personal email account.

Once you submit your password change, you will be returned to the login screen. Proceed to the next page for account verification to complete the account claim process.

Update Password

You must update your password because your password has expired.

firstname.lastname@hputx.edu
Old password
New password
Confirm new password

Submit

Cancel

New Student Account Claim

Howard Payne University



Part 2 – Verify Your Account

After you have set your HPU password, you are ready to verify your account. The following instructions will walk you through account verification. You should be automatically returned to the HPU Gateway login page. If not, you can always access the site using the following instructions.

Login to HPU Gateway

- 1) Browse to the HPU home page at www.hputx.edu and then select **Quick Links**.
- 2) Click the **HPU Gateway** link under the Student or the Faculty and Staff section.
- 3) Enter your standard HPU username and password to login.

Username
firstname.lastname

Password
password set during the account claim process

Verify Account

Look for the Admitted Student Checklist webpart on your HPU Gateway home page. Click on the link to verify your account. Once verified, your Admitted Student Checklist will load items received and still needed by campus offices to finalize your enrollment.

ADMITTED STUDENT CHECKLIST
The items below are required to finalize your enrollment. Click the name of the item to be redirected to the required forms or additional information
[Click here to verify your account to view your checklist.](#)

You need the following pieces of information in order to complete this process.

| | |
|----------------------|---|
| System ID | This is your 9-digit student or employee ID. (example: 000123456) |
| First Name | Your legal first name. |
| Last Name | Your full, legal last name. |
| Date of Birth | Format: MM/DD/YYYY (example: 01/01/1995) |

Once your account is successfully verified, you should see the message below. **Be sure to log out of the system (top right corner) and back in at <https://gateway.hputx.edu> before proceeding in the system.**

Verify an Account

Congratulations! Your account has been verified. Some settings may not take effect until the next time you logon.

IT Services Help Desk

Phone: (325)-649-8840 or toll free (888)-649-8767
Walk-in: Packer Admin Building, Room 108

Email: helpdesk@hputx.edu
Website: <http://helpdesk.hputx.edu>