



## Web Services Overview

### Step #1:

- Go to <http://www.shu.edu>, click on “PirateNet” in the upper right hand corner of your screen.
  - *Note:* You MUST login to PirateNet before or during your first week of classes.

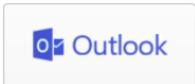
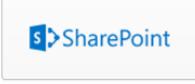
### Step #2:

- Login to PirateNet by entering your username and password.
  - Your **username** is usually the first **SIX** letters of your last name and the first **TWO** letters of your first name. Last names with less than **SIX** letters will use full last name plus first letters of first name to make **EIGHT** letters.  
*Example:* Sally Johnson: **johnsosa** (all in lower case)  
*(If last and first names combined have less than EIGHT letters use both last and first names which will result in less than EIGHT letters for your username.)*  
*Example:* John Smith: **smithjoh** (all in lower case)
  - Your **password**, if your last name is **FIVE** letters or more, is initially set as the first **FOUR** letters of your last name in capital letters with the last **FOUR** digits of your Student ID (CWID) number, followed by two pound signs (##). Last names with **FOUR** letters or less will use the first **TWO** letters of last name in caps and the first **TWO** letters of first name in caps followed by the last four numbers of SHU ID, followed by two pound (##) signs.  
*Examples:* John Smith: **SMIT1234##**      **\*\*ALL IN CAPS\*\***  
Sue Lee: **LESU1234##**

*It is recommended that your password be changed after logging in for the first time.*

### Step #3:

- This is where students can access Seton Hall’s portals and applications. Below are commonly accessed applications and students are encouraged to familiarize themselves with each application’s services

COMMONLY ACCESSED APPS	
 Microsoft Office 365 Mail	At Seton Hall, communication to our students is done exclusively through your SHU e-mail account. Therefore, if you prefer to receive SHU communication through a different e-mail account, you may have your SHU e-mails forwarded by emailing the IT Service Desk at <a href="mailto:servicedesk@shu.edu">servicedesk@shu.edu</a> . Any technical issues you encounter may also be resolved by calling the IT Service Desk at (973) 275-2222.
 Microsoft Office 365 SharePoint Online	<b>Graduate students all have access to Office 365</b> , which includes e-mail, Skype for Business, OneDrive for Business, SharePoint online and a slew of other services. <b>Each student can download Office onto up to 5 machines for free.</b> To access this download, click on the Office 365 text in the upper left hand corner and follow the instructions for installation.
 Blackboard	This is the portal where you will find class information. Professors will usually post important class material, including the class syllabus, handouts, assignments, etc.
 SHU Portal	This is the Main Deck for student information. It includes access to Academics, Profile & Finances, Technology Services and the Career Center.

Seton Hall University  
 Stillman School of Business – Student Information Office  
 Jubilee Hall, Room 526  
 400 South Orange Avenue, South Orange, NJ 07079  
 Phone: (973) 761 – 9222 Fax: (973) 761 – 9208  
[stillmaninfo@shu.edu](mailto:stillmaninfo@shu.edu)



## Web Services Overview

### TO REGISTER FOR CLASSES

1. Log into your PirateNet Account
2. Click on the Student Portal icon and you will be prompted to enter your username and password
3. Once logged in, access the registration link via the Academics tab
4. From here, students can look up classes, check availability and complete registration. *Non-matriculated students must obtain a pin from the Office of Graduate Admissions in order to register*
5. Registration can be completed through the 'look up classes' link or through the 'add or drop classes' link. *Students may be prompted to enter class CRN numbers, which can be found on the left hand side of course in the 'Look Up Classes' section.*

### TO ACCESS YOUR DEGREE AUDIT

1. Log into PirateNet using your username and password
2. Click on the "Academics" tab
3. In the "Registration Tools" box, click on "Registration Status"
4. Click on the "Student" tab
5. Click on "Student Records"
6. Click on "Advising Worksheet-Degree Requirements"
7. Scroll to the bottom of the page and click "Generate New Evaluation"
8. Select your major and click "Generate Request"
9. Select "Detail Requirements"

### TO ACCESS YOUR UNOFFICIAL TRANSCRIPT

1. Log into PirateNet using your username and password
2. Click on the "Academics" tab
3. In the Student Records box, click on "View Your Unofficial Transcript"
4. Choose the appropriate Transcript Level (Undergraduate or Graduate)
5. Choose "Web Transcript" for Transcript Type
6. Click "Submit"

#### Information:

- SHU IT Service Desk ([servicedesk@shu.edu](mailto:servicedesk@shu.edu)) **Corrigan Hall Rm 29 (973) 275-2222**
- Stillman Student Information Office (Information for all accepted students) ([Stillmaninfo@shu.edu](mailto:Stillmaninfo@shu.edu)) **Jubilee Hall Rm 526 (973) 761-9222**
- Graduate Admissions Office (Information for all Non-Matriculated and Certificate Students) **Jubilee Hall Rm 516 (973) 761-9262**

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