



**FALL 2021**

# **THE COOPER UNION ACCOUNT CREATION**

**Congratulations again on your admission to The Cooper Union.** Important next steps in the process include setting up your Cooper email and logging into your Cooper Union Self-Service portal. Login credentials for these accounts are available in your Admitted Student Portal [here](#). Read on!

## **Cooper Union Self-Service**

This is a secure interactive online portal for planning course study, registration, management of financial aid documents, and accessing your Financial Account.

When setting a permanent password, please make sure you follow the password requirements below:

- Cannot include any part of your first, last name or english language
- At least one upper-case letter
- At least one lower-case letter
- At least one numeral
- At least one "special character" (from above the numbers). But the following special characters are not allowed: ';' '\ ' '?' ':' '@' '&' '=' '<' and '>'
- At least 8 characters

The Financial Aid Self Service guides you step-by-step through the financial aid process. Please visit this site often and follow instructions. This easy-to-use online application provides you with a dashboard-like view of your financial aid file. You can:

- Check to see your FAFSA and financial aid file status.
- Review any outstanding documents that you need to submit to us.
- Accept or decline all or any financial aid awards, such as loans, work study etc.
- View and print your financial aid award letter.

The Student Accounts Self Services is also a secure interactive online tool to assist with your student accounts activities. You can:

- Review your payment, bills, and all student account activities.
- It also provides you with an easy step-by-step process to set up a payment plan and sign up for direct deposit.
- You can also add your parents or anyone as an authorized payer, who can review and pay your bills on your behalf.
- Review and print your account statements and 1098T form, a federal tax form.

The Student Planning Self Services allows you to track your course study. Here you can:

- Plan your courses
- Interact with advisors for course approvals
- Register online
- View your grades
- Print unofficial transcripts

### **Important Information and Features related to Cooper Email**

Cooper email is THE official means of communication for our community. Enrolled students are required to check their Cooper email regularly (we strongly recommend a daily check). We frequently send key messages to Cooper email addresses that may concern very important matters such as safety and security, registration, financial aid, deadlines, and a range of key information about academic programming.

Students are required to be aware of policies and procedures that impact their enrollment at Cooper and email is the main way in which this information is communicated.

All students with Cooper email addresses are entitled to a range of free services, support, and online tools including:

- Reserved seats to select Great Hall events
- Access to online and mobile telehealth services
- The full suite of Microsoft Office Online software
- A variety of educational software including AutoCAD, Solidworks, Matlab, and others
- Campus club websites and services

Please log into <https://portal.office.com> with your full email as your username. Access the links below for guided videos on:

- [Changing your password](#)
- [Connecting with Microsoft Teams \(our main virtual platform\)](#)

For questions regarding set up of your accounts, please contact: [ITSupport@cooper.edu](mailto:ITSupport@cooper.edu)

For questions regarding Financial Aid, please contact: [financialaid@cooper.edu](mailto:financialaid@cooper.edu)