



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 Applicant 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:

- Do NOT include any part of your first, last name
- 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
- Follow 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
(Once confirmed you are attending, you will have access to download the full suite of Office applications end of July.)
- A variety of educational software including AutoCAD, Solidworks, Matlab, and others
- Campus club websites and services

Please click [here](#) and follow the directions for setting up your Cooper Union O365 account where you will have access to your Cooper Union Outlook email and other online Office applications.

For questions regarding set up of your accounts, please contact: ITSupport@cooper.edu

For questions regarding Financial Aid, please contact: financialaid@cooper.edu