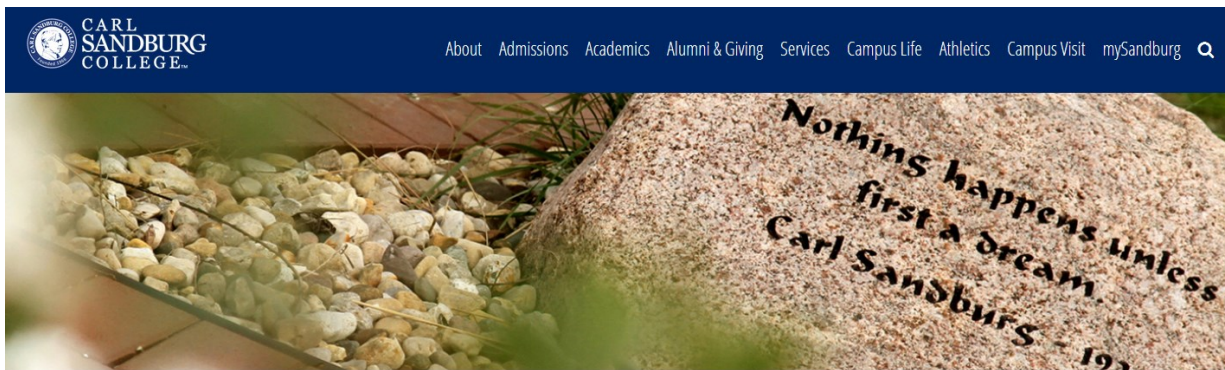


Get logged in to mySandburg

Open your browser to www.sandburg.edu. In the upper right-hand corner, click on mySandburg.



Follow the login instructions on the page:

MYSANDBURG

[LOGIN](#)

Password Info: To reset your password [Click Here](#)

[Instructions to setup password reset tool.](#)

Please enter your full email address as your Login Name.

For Students it should be
username@student.sandburg.edu

For Staff/Faculty it should be
username@sandburg.edu

If you are still having problems accessing the portal you may need to clear your browsers cache.

For new students, your login will be your email address. This will include your first initial, last name, and the last 4-digits of your student ID followed by @student.sandburg.edu (see example). You will find your student ID number from your acceptance letter or on your printed registration statement.

After successfully logging, it's a good idea to set up your password reset questions before logging in again. Click on the "Instructions to setup password reset tool" to download the instructions.

Need help? Tech Help is located in the Sandburg Library E230 on the Galesburg campus or call 309.341.5446 or email support@sandburg.edu.

