Instructions for Applicant

Step 1: Create your Password and obtain your Username. If you are a returning user and have already activated your account, proceed to Step 2.

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SSU Online Services - Obtain UserID

Information About You

Please enter the following information to look up your account.

Enter last name without spaces, apostrophes or hyphens. (*Example: O'Brien-Smith would be entered as obriensmith*)

Last name: [   ]

Zip code: [   ]

⊕**Note:** If you are a new applicant to SSU, please remember that the information you submit should match that on your admissions application.

Last four digits of your SSN: [   ]   *(if you did not provide an SSN when you applied, leave this blank)*

Date of Birth: Month: [January ▾]   Day: [1 ▾]

Contact the IT Help Desk if you need help with this page.

[Submit]

Need Help? | IT Help Desk | helpdesk@sonoma.edu | 707-664-4357

Step 2: Log in using your Seawolf Username and Password.

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Online Services

[   ]
[Password   ]

[**LOGIN**]

Username & Password Help

Don't have an account?

Students can obtain their login information using the '*Username & Password Help*' located above. Faculty and Staff must visit the IT Help Desk for their login information.

⚠ Security Notice!

Remember to logout and exit your browser when using a public computer.
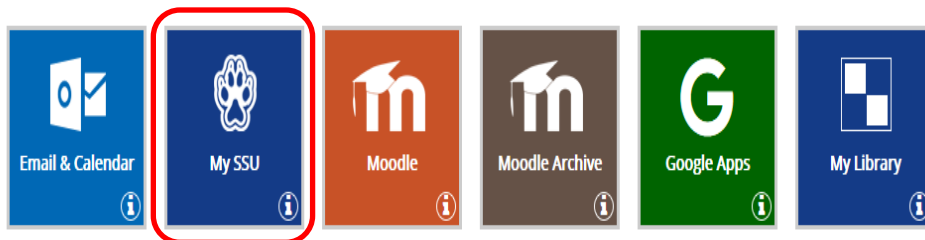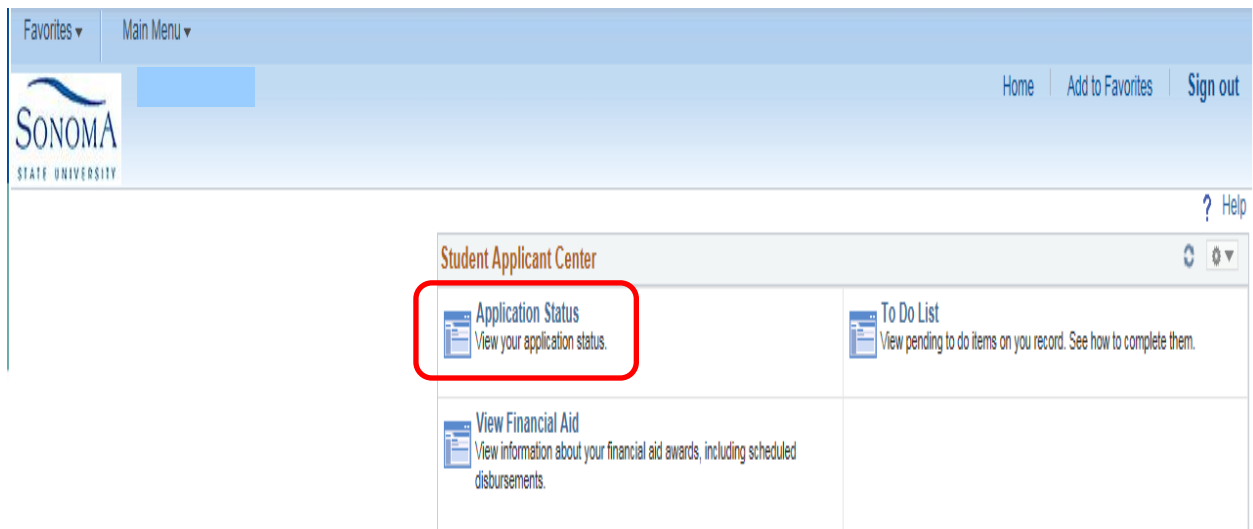
Step 3: Click on MySSU.

Step 4: To check your status, click on "Application Status".

Step 5: Sample of Application Status screen.

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Home   Add to Favorites   Sign out

Application Status

Please note any outstanding items below, as completed files are processed in the order received.

ID: ← Your SSU ID number is here.

Academic Institution	Term	Academic Career	Program	Major	Application Number	Application Date
Sonoma State University	Fall 2017	Undergraduate	Undergraduate	Economics (BA)		07/18/2017

Outstanding items for this application

	Admit Term	Item	Description	Status
1	Fall 2017	SAT and/or ACT	Submit official Admission test results, SAT or ACT.	Initiated
2	Fall 2017	College Transcript	Please turn in your official transcript. Transcript print date must be within the last two years.	Initiated
3	Fall 2017	AP Scores	Submit an official Advanced Placement score report.	Initiated

Go to your To Do List to view details for the "Outstanding items for this application".

Step 6: Click on "To Do List" to view requested items/documents.

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? Help

Student Applicant Center

Application Status
View your application status.

To Do List
View pending to do items on your record. See how to complete them.

View Financial Aid
View information about your financial aid awards, including scheduled disbursements.

Step 7: Click on each individual To Do Item for specific information. It is NOT recommended that you check your self-service using a mobile device as you may not be able to access some information.

Favorites ▾   Main Menu ▾   >   Self Service ▾   >   Campus Personal Information ▾   >   To Do List

Home   Add to Favorites   Sign out

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To Do List

The following list is your current To Do items. To sort or filter your To Do items, change the options and select the Go button.

View your To Do Items by

Due Date [ ] 🔍
Institution [▾]
Function [▾]

[Go]

Item List

To Do Item	Due Date	Status	Institution	Administrative Function
AP Scores	01/31/2017	Initiated	Sonoma State University	Admissions Application
College Transcript	01/31/2017	Initiated	Sonoma State University	Admissions Application
SAT and/or ACT	01/31/2017	Initiated	Sonoma State University	Admissions Application

Sample of To Do List Item Detail screen.

Favorites ▾   Main Menu ▾   >   Self Service ▾   >   Campus Personal Information ▾   >   To Do List

Home

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To Do Details

To Do List
To Do Item Detail

College Transcript
Santa Rosa Junior College

Academic Career UGRD
Student Career Nbr 0
Application Nbr

Contact

Institution Sonoma State University
Admin Function Admissions Application
Due Date 01/31/2017
Contact Margaret Cook-Imoto
cookim@sonoma.edu

Description

Please turn in your official transcript. Transcript print date must be within the last two years.

[Return]

Look at each individual To Do List Item for specific details—such as item being requested, for what purpose, due date, contact person, and description.