Activating Your O-Key Account
The O-Key account is used by OSU-OKC students to access many important functions and services: online classroom, campus email and your student account (SIS).

1. Go online to http://www.okey.okstate.edu
2. Click on the “O-Key Account Activation” icon
3. Answer the identifying questions
4. Follow the prompts to activate and set up your account

Note: Passwords will expire every 120 days. You will receive an email notice to update your O-Key password.

Forgot Your Password or Password Expired?
1. Go to www.okey.okstate.edu
2. Click on the “Reset password” link and follow the prompts

Updates can take up to 30 minutes to take effect. It may take up to 24 hours to access the Online Classroom/D2L.

Accessing the Online Classroom
1. Go to www.osuokc.edu
2. Click on the “Online Classroom” link
3. Login with O-Key username and password

Accessing Your Student Email
1. Go to www.mail.okstate.edu
2. Login with your O-Key username and password

If you cannot get into O-Key, SIS or Online Classroom:

Contact the Technology Support Center (TSC) at (405) 945-6767

OR

visit the Help Desk on the first floor of the Learning Resource Center Mon.-Fri., 7:30 a.m.-10 p.m., Sat. & Sun., 8 a.m.-5 p.m.
SIS is the Student Information System. You can access the system to:

- View your class schedule
- Check your end of semester grades
- Degree audit/degree modeling
- View and/or print your unofficial transcript
- Request your official transcript
- Update your mailing and email addresses
- Review and/or pay your Bursar account
- Search available classes
- Enroll online (current students only)

**How to enroll with SIS:**
1. Under the Registration menu at the top, select Drop and Add Classes.
2. Select term and click Submit.
3. Enter the course information (Call Number) and click Submit.
4. Verify it was successful. Print a copy for your records.

Contact the OSU-OKC Enrollment Helpline for assistance: (405) 945-8678

**To access SIS Web for Students:**
1. Go to www.osuokc.edu/SIS.
2. Click on “Enter Student Services.”
3. Login options:
   a. Student ID and PIN
   b. O-Key username and password

**Forgot your PIN?**
Three ways to reset your PIN.*
1. Fax your request to (405) 945-3277, Attn: PIN Number Reset.
2. Email records@osuokc.edu, Subject: PIN Number Reset
3. Submit request at the Admissions Office, Student Center, first floor

*Include full legal name, student ID number and signature.

For questions or assistance, call (405) 945-3291.