

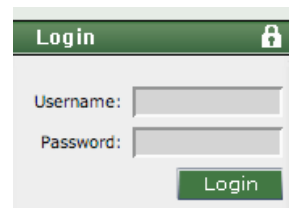


- If you have **NEVER** logged into schoolfusion start with **Step 1**.
- If you have **already been logging into schoolfusion, skip to Step 4**.
  - Remember, username: id#
  - If you do not remember your password, click “forgot password” link and follow the instructions

**To Log In:**

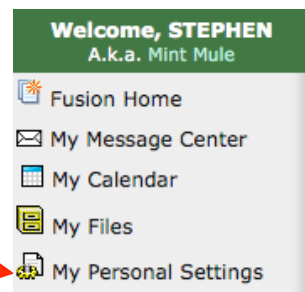
1. On the left side of Helix’s schoolfusion webpage there is a login window.

Username: Student ID #  
 Password: LASTNAME (all caps)

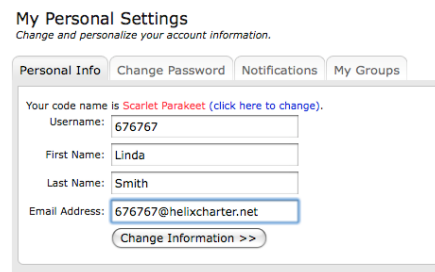


**Changing Your Personal Settings:**

1. On the navigation bar along the left side of the window, click on **Personal Settings**. The **My Personal Settings** window displays.



2. Under **Personal Information:**
  - a. Confirm your **Username – should be id#**
  - b. **Confirm your Last Name and First Name**
  - c. Add your **HELIX Email Address**
  - d. Click **Change Information**



3. Under **Change Password:**
  - a. Type in a new password (use your helix password)
  - b. Re-type in your new password
  - c. Click **Change Password**

