



FALL 2020

THE COOPER UNION ACCOUNT CREATION

Congratulations again on your admission to The Cooper Union. One of the important next steps in the process is the creation of your Cooper email address. In the next day or two, our Information Technology department will be inviting you by email to create your account. Please watch for that message. We also include in this email, information about “Cooper Union Self-Service” our portal that assists students in a number of ways. Read on!

Important Information and Features related to Cooper Email

Most essential, 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 Microsoft Office 365 suite of software through the <http://portal.office.com> cloud
- A variety of educational software including AutoCAD, Solidworks, Matlab, and others
- Campus club websites and services

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.

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

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.
- It also provides you with 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.

Again, please watch your inbox for a note from IT in the coming days, the subject line will be "Setting up your email account at Cooper Union." We hope and expect you will set up your account as soon as possible. If you have any problems with set up, please contact: ITSupport@cooper.edu