



Division of Information Technology

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318.670.9900 - Office
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SUS Account

- * Banner
- * Moodle
- * Dynamic Forms
- * SUS Email

Format: First name.Last name@sus.edu

Example: Name: John Doe

ID#:U01857564

User name: john.doe@sus.edu

Password: doe7564

Password Reset

or

Update Phone Number

Scan



OR

follow the steps below:

1. Go to <https://www.susla.edu>
2. Click on **Students**
3. Click on **Password Reset**
4. Click on **SUS Password Self-Service**
(use your **sus** email)

for further assistance or to update phone number

Click on [Ticket Request](#)

SUSLA Account

**you will have access after Fees are paid*

- * Campus computer
- * WIFI
- * SUSLA email

Format:

First letter of first name, First 9 letters of last name,
Last 4 of U-number@susla.edu

Example: Name: John Doe

ID#: U01857564

DOB: May 1, 2019

User name: jdoe7564@susla.edu

Password: *first-time user* pin will be 6-digit

DOB (ex. 050119)

**For Wi-Fi use SUSLA- Student*

Password Reset

Scan



OR

follow the steps below:

1. Go to <https://www.susla.edu>
2. Click on **Students**
3. Click on **Password Reset**
4. Click on **SUSLA Password Self-Service**
(use your **susla** email)

for further assistance or to update phone number

Click on [Ticket Request](#)

Jaguar ID

**can be taken only after Fees are paid*

** \$10 replacement fee*

To retrieve Fee Sheet:

Scan



OR

follow the steps below:

1. Go to <https://www.susla.edu>
2. Click on **Students**
3. Click on **Banner**
4. Click on **Banner & Self Service**
5. Click on **'Enter Secure Area with mySULogin account'** (using your **sus** username and password)

or

Click on **Enter Secure Area with "U" number and PIN (first-time user** pin will be 6-digit DOB)

*if you forgot your PIN:

1. Enter User ID: U#
2. Click on **Forgot Pin**

**Your Security Question will populate, the answer is case sensitive.*

6. Click on **Students**
7. Click on **Student Accounts**
8. Click on **Payment and Payment Plan Processing**
9. Select **Term**

*** your fee sheet should read:**

You have completed the registration process

OR **Upload a picture for Jaguar ID**

Scan



OR

follow the steps below:

1. Go to <https://www.susla.edu>
2. Click on **Students**
3. Click on **Jaguar ID**

****Items required for ID upload:***

1. **Current picture (jpg/png format)**
2. **Fee Sheet**
4. Login with your SUS login credentials

** A email will be sent when your ID is ready for pick-up from the IT office.*

BankMobile

****you will have access after Fees are paid***

Login to your account to view or update your information. If you cannot login, reset your Login Information prior to contacting BankMobile.

1. Go to <https://www.bankmobilevibe.com/>
2. Click on **Forgot Login Information?**
3. Select **I FORGOT MY EMAIL** or **I FORGOT MY PASSWORD**
4. Provide the required information

Note: If you are not able to reset your Login Information, please contact Bank Mobile customer care at **1-877-327-9515** to reset your login.

For questions about your refund, contact the Cashier's Office at 670-9305

Bookstore Vouchers

*Must be registered in classes for the semester

*Must have funds in excess of Tuition and Fees

*An electronic list to the bookstore. If your are not on the list, you will need to contact the Cashier's office at 670-9305