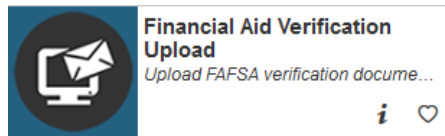## Registering a New Account

All non-SIU students (i.e., parents) will need to register for an account to upload verification documents. Please do the following to create an account:

1. Access SalukiNet at salukinet.siu.edu.

2. In the search box search for '*Financial Aid Verification Upload*'

3. Click the '*Financial Aid Verification Upload*' task or the 'Start' button.

4. On the login screen of MOVEit, click on '*Don't have an account? Register and Send files*' button.
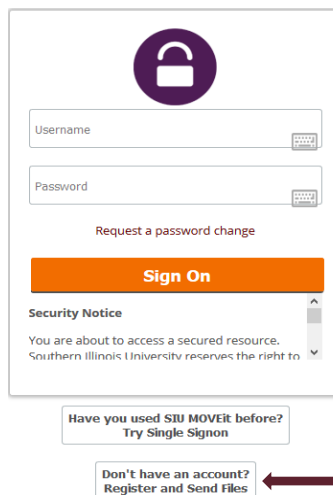
5. Register your account to be able to send files to the Financial Aid Imaging department. Enter the '*Recipients email(s)*' field with the faoimaging@siu.edu and your email address in the '*Your Email*' field. Press '*Register and Send Files*' button once completed.

Register and Send Files

Separate multiple emails with a comma

Recipient Email(s): faoimaging@siu.edu

Your Email: SalukiMom123@gmail.com

Register and Send Files

6. Once submitted, you will receive a message stating the registration request was successful. In addition, an email will be sent with additional account information.

ⓘ **Registration Request Successful**

Your Registration Request has been successfully submitted. Please check your email for further instructions on how to access the system.

Return to the sign on page

7. In the email received, you will find your username and a temporary password. You will be required to change your password the next time you sign on. Click on the URL found in this email to change your password.

Welcome to Southern Illinois University!

An account has been created for you with the username ' '. Your new credentials are:

Username:
Password:

You will be required to change your password the next time you sign on.

Please use the following URL to sign on to the system.

(https://moveit.siu.edu/human.aspx?OrgID=5780)

If you need assistance, please contact Information Security at / security@siu.edu.

Regards,
Southern Illinois University Notification Service

8. The URL will redirect you to your account settings with MOVEit. You will need to change your password. The password must be:

- Must be at least 16 characters
- Must not contain or resemble Username
- Must contain at least one letter and one number
- Must not match any of the previous 10 passwords

Enter in a new Password two times and press the 'Change Password' button.

9. Congratulations, you are now a registered user. You can now upload and send verification information to the Financial Aid department. Once you pressed the 'Change Password' button, you will automatically be redirected to the page to upload and send files. The email faoimaging@siu.edu will automatically be populated.   For instructions on how to upload documents please review "How to Upload a File" found from the link and on our website.

Please note: Registered accounts will be removed after 12 months of inactivity.