


# BuckeyeBox Account Set-up and Settings

## How to request a BuckeyeBox account:

1. Go to my.osu.edu and log in with your Ohio State username and password. Click the Log in button.

**my.osu.edu** Identity and Access Management 

**New to Ohio State?**  
➔ **Activate Now!**

**Current users**  
OSU lastname.# or MedCenter ID

Username Password ➔ **Log in**

(without the @osu.edu or @osumc.edu) (do NOT use Activation Code)

[Forgot username?](#) [Forgot password?](#)

➔ Activation **Welcome to my.osu.edu** Resources

2. Select the BuckeyeBox link on the left side.

➔ **Home**

➔ Change My Password  
➔ Security Challenge Responses  
➔ My OSU Identity Information  
➔ Change email Delivery  
➔ BuckeyeBox  
➔ eSignature

**Welcome to my.osu.edu**

Use the left navigation to manage your Ohio State Username account and password.

Please do not use your browser's back button.

**Protect your privacy! Quit the web browser when you are done accessing services that require authentication!**

**Resources**

- [Get Help](#)
- [University Password Practices](#)
- [Responsible Use Policy](#)
- [Employee Self Service](#)
- [BuckeyeLink](#)
- [System Status Page](#)
- [IT Service Desk Request](#)

3. Read the BuckeyeBox Terms and Conditions, then click I agree.

The screenshot shows a user interface for managing a BuckeyeBox account. On the left is a navigation menu with options like 'my.osu.edu', 'Change My Password', 'Security Challenge Responses', 'My OSU Identity Information', 'BuckeyeBox' (highlighted), and 'Change E-Mail Delivery'. The main content area is titled 'Manage BuckeyeBox' and 'Enable BuckeyeBox Account'. It contains three sections: 'BuckeyeBox Terms and Conditions', 'Usage responsibilities', and 'Sanctions'. The 'Assent' section at the bottom has the text 'Use of the BuckeyeBox service indicates acceptance of these terms.' and two buttons: 'I Agree' (circled in green) and 'Cancel'.

4. Click the Submit button.

This screenshot shows a detailed view of the 'Assent' section. It includes the text 'Use of the BuckeyeBox service indicates acceptance of these terms.' followed by a box titled 'By choosing "Submit"'. Inside this box are two bullet points: 'I am verifying that I have read and agree to all BuckeyeBox Terms & Conditions, and understand they are subject to change without notice.' and 'I understand that BuckeyeBox may not be used to store restricted or protected information at any time under any circumstances.' At the bottom of the box are two buttons: 'Cancel' and 'Submit'.

5. After submitting, you will be directed to the confirmation page. You will be contacted via email when your BuckeyeBox account is active and ready to use.


- ➔ [my.osu.edu](#)
- ➔ [Change My Password](#)
- ➔ [Security Challenge Responses](#)
- ➔ [My OSU Identity Information](#)
- ➔ **BuckeyeBox**
- ➔ [Change E-Mail Delivery](#)

## Box Confirm

**Welcome to BuckeyeBox!**

Box has been notified of your request for an account and will contact you via email when your account is active.

This process may take up to 15 minutes.



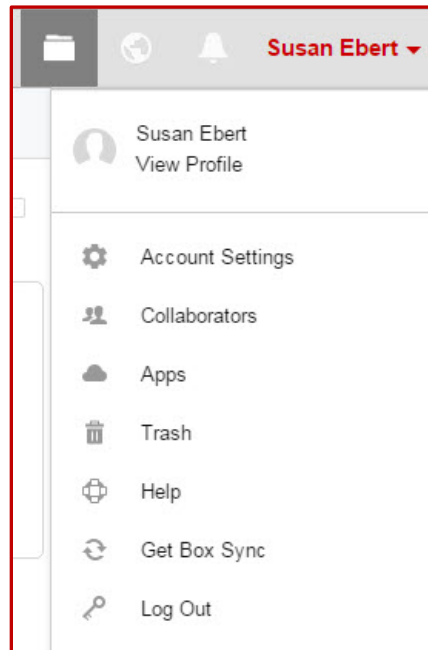
This page is maintained by: [Office of the Chief Information Officer](#)  
Contact: [IT Service Desk](#) | Phone: 814-688-HELP (4357) | TDD: 814-688-8743  
If you have trouble accessing this page and need to request an alternate format, contact [8help@osu.edu](mailto:8help@osu.edu).  
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## How to change system settings:

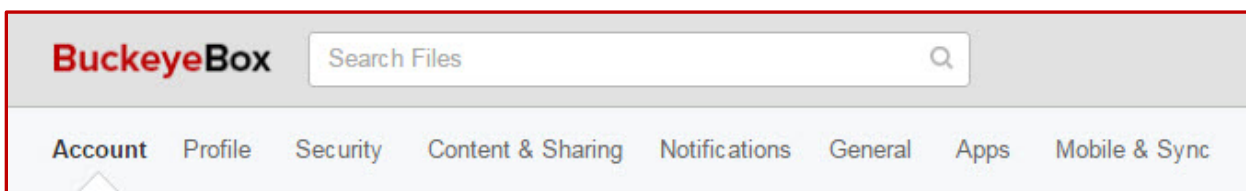
It is recommended that IRB members use Google Chrome, Mozilla Firefox, or Safari as web browsers when using BuckeyeBox (Internet Explorer is not recommended for the best experience).

The following settings will help to improve the BuckeyeBox review experience:

1. When logged into BuckeyeBox, go to your account settings by clicking on the arrow next to your name in the top right corner of the screen and selecting “Account Settings” from the dropdown menu.



2. Once in your Account Settings, you will see several tabs across the top of the screen, as below.



3. Select the “Notifications” tab. On this page, uncheck all of the boxes which are checked in the notifications box. This will prevent you from receiving unnecessary emails when activity occurs in the BuckeyeBox folders. Per your own preference, you can also uncheck the boxes in the General Emails section.
4. Select the “General” tab. For the option, “Items per page on All Files,” select “100” from the dropdown menu. This will help to limit the page sorting of material in your BuckeyeBox folders.