OU Account Set-Up
Go to password.ou.edu

Then click “Set Up Account”
Enter your Sooner ID or your OU 4x4, where it says OUNet ID. The OU 4x4 is the first 4 letters of your last name (family name) + the last 4 numbers of your Sooner ID.

If your last name has fewer than 4 letters, use your entire last name to create the OU 4x4. Use only lowercase letters.
Create a complex password that is 12-13 characters long and that meets 3 of the following requirements below:

- Upper Case letter
- Lower Case letter
- Number
- Special character – not including @ ‘ ? + :
Once the password is set, click on the Logon link and login to the Account Management System.
Update a Recovery Email Address for your account (this will unlock all of the features on the account page). You can use any personal email address other than your new ou.edu email address.
Once you are on campus, update the Emergency Alert Information so that you can be alerted in case of an emergency while in Norman.
For further help and guidance, you can also refer to OU IT’s Quick Start Guide.

http://askit.ou.edu/customer/portal/articles/1596649-quick-start-guide?b_id=4075&t=510422