

CSU SHI Login Instructions

To access SHI, please open your browser and enter the following URL. Note you will need to modify the last portion of this slightly for your campus

<https://ds.calstate.edu/?svc=shi&env=prod&uri=login&org=orgvalue>

Campus	Org Values
Cal Maritime	csum
Cal Poly Pomona	csupomona
Cal Poly San Luis Obispo	calpoly
Chancellor's Office	co
CSU Bakersfield	csub
CSU Channel Islands	csuci
CSU Chico	csuchico
CSU Dominguez Hills	csudh
CSU East Bay	csueastbay
CSU Fresno	csufresno
CSU Fullerton	fullerton
CSU Long Beach	culb
CSU Los Angeles	Calstatela
CSU Monterey Bay	Csymb
CSU Northridge	Csun
CSU Sacramento	Csus
CSU San Bernardino	Csusb
CSU San Marcos	Csusm
CSU Stanislaus	Csustan
Humboldt State University	humboldt
Moss Landing Marine Laboratories	mlml
San Diego State University	sdsu
San Francisco State University	sfsu
San Jose State University	sjsu
Sonoma State University	sonoma

Example URL:

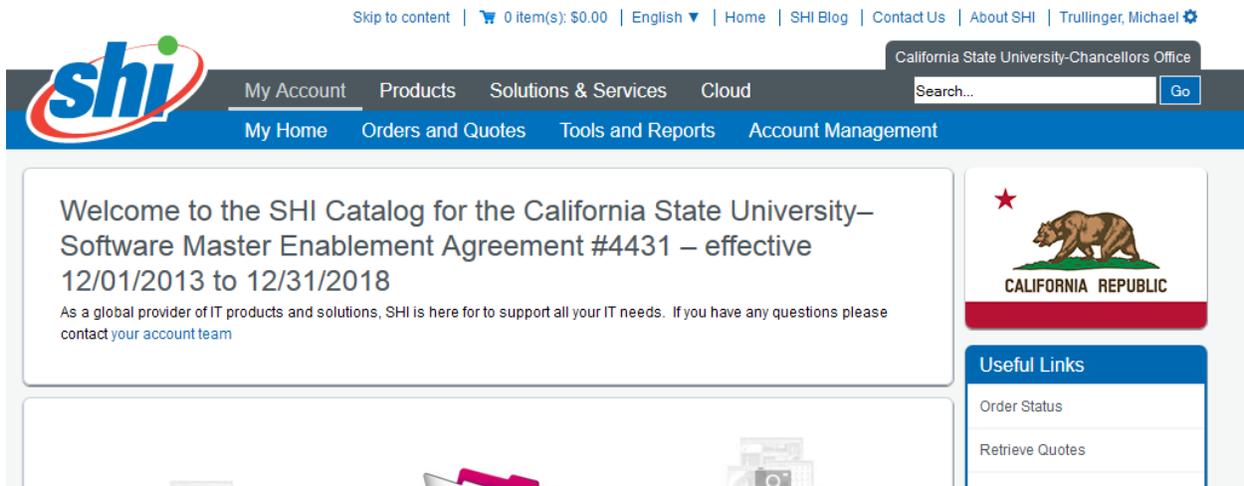
<https://ds.calstate.edu/?svc=shi&env=prod&uri=login&org=Csun>

You will be redirected to login at your campus' authentication page (see example below), using your campus provided username and password that you likely use for accessing campus email and other

service. Please contact your local help desk if you need assistance with this step.

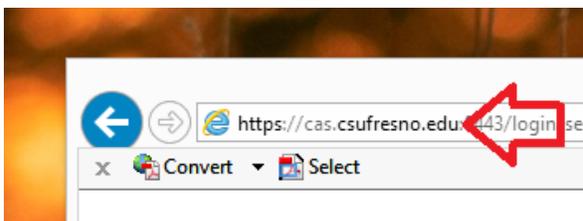


Once authenticated by your campus, you should see the main SHI page for obtaining quotes.



Troubleshooting

- If you do not know your username and password, as shown above, please contact your campus help desk for assistance.
- If the error message you see **does not include the SHI logo** shown above, check the URL in your browser. If it includes part of your campus name, please contact your location help desk. For example:



- If the error message **includes the SHI logo**, please contact **Dennis Fazekas** with the SHI Web team at 732-868-6293 or Dennis_Fazekas@SHI.com

Managing User Role Assignments

By default, all logged in users have the ability to browse and generate quotes. To place orders and manage other user's access, you must first be granted access in SHI to do this. Please contact your procurement office if you have questions about obtaining additional rights. Once you have been granted the additional rights, you must log into the system using the process above, and navigate to the following URL in your browser within **30 minutes**.