

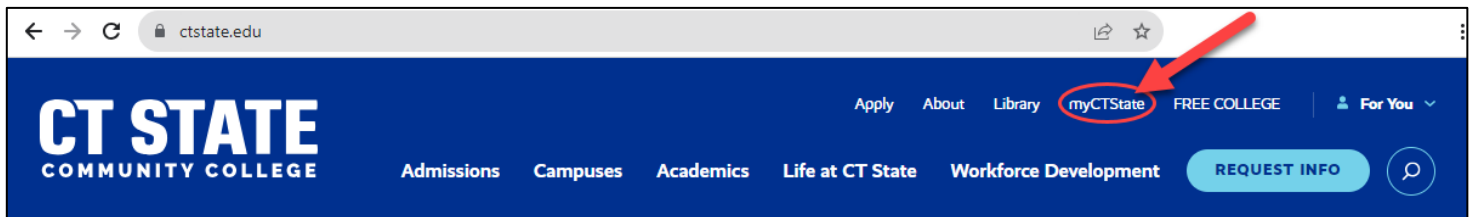
myCTState Login Instructions and How to Access Office 365/Email

[myCTState](#) is the information portal for CT State students, faculty, and staff. Students can check the status of financial aid, search for courses, register for classes, access student orientation, access college email, complete coursework in Blackboard and manage college finances, with one single sign-on.

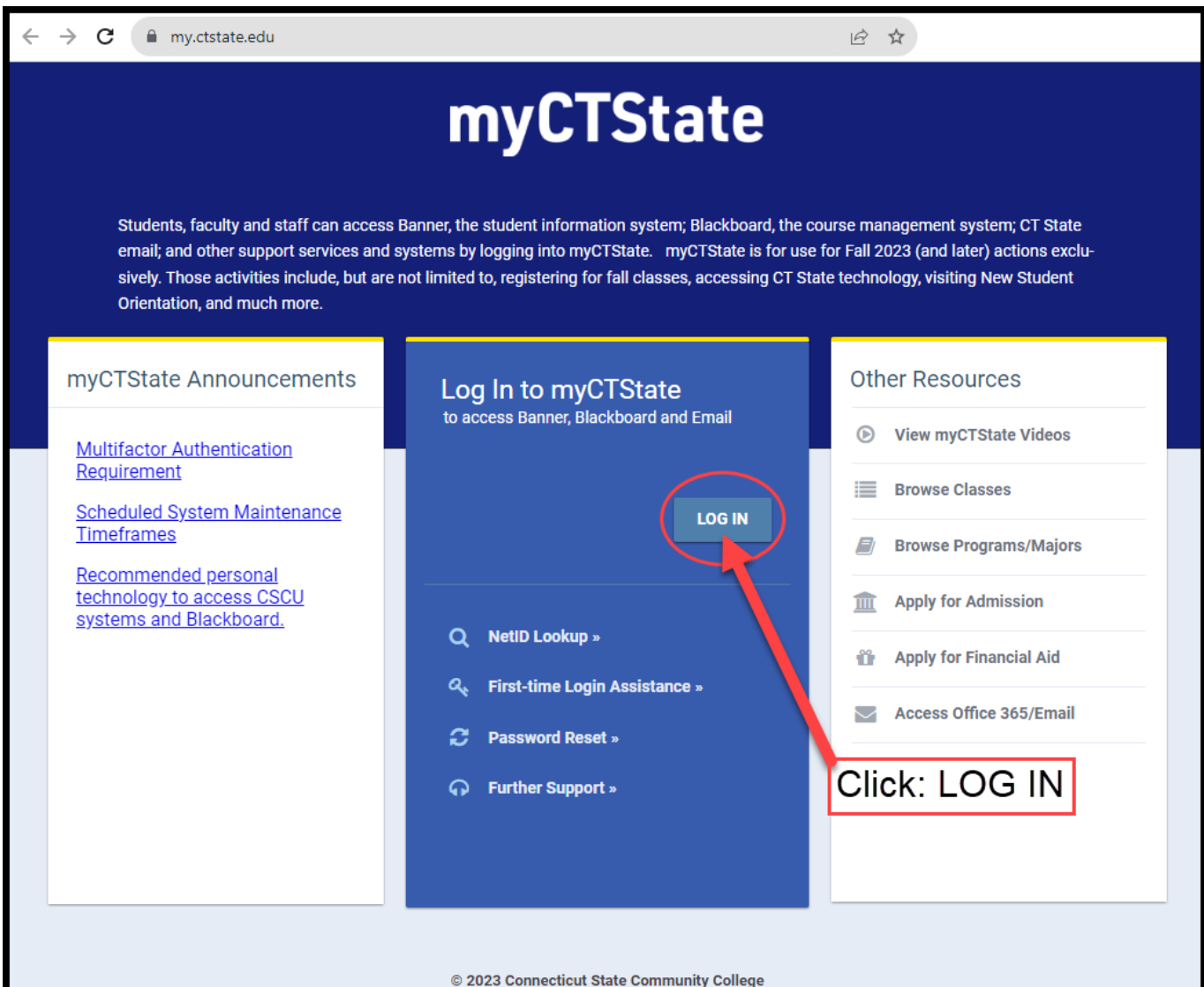
Disclaimer: New content and instructions will continue to be released overtime. The myCTState accessible cards are dependent on the user's profile type.

Steps to log in to myCTState:

1. Log in to [myCTState](#)
 - Webpage: <https://my.ctstate.edu> OR visit <https://ctstate.edu> and click on the **myCTState** icon



2. Click on **Log In**



myCTState Login Instructions and How to Access Office 365/Email

3. You will be redirected to the **CSCU Login Portal**

- You will need NetID to get started.
 - Enter your **NetID**
 - Example: 01234567@student.commnet.edu
- Click **Next**

CSCU Connecticut Community Colleges
Login Portal

Sign in

01234567@student.commnet.edu

[Can't access your account?](#)

Back Next

The Connecticut State Colleges and Universities Information Technology (IT) resources are solely for use by authorized users. By accessing this system you are agreeing to abide by the Acceptable Use Policy and related policies.

4. Enter your **Password and click Sign in**

- This was provided to you in your admissions acceptance email. Please call 860-723-0221 if you do not have that information.

CSCU Connecticut Community Colleges
Login Portal

← 01234567@student.commnet.edu

Enter password

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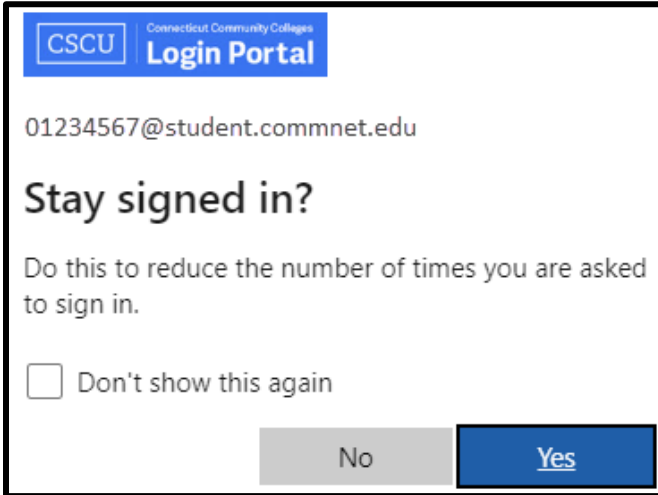
[Forgot my password](#)

[Use an app instead](#)

Sign in

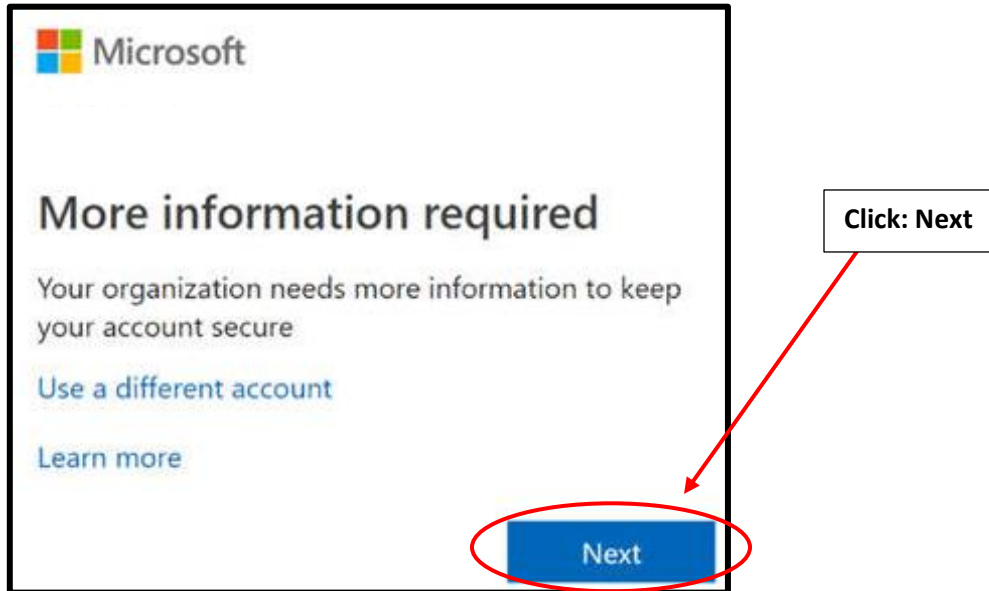
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- You will be asked if you want to remain signed in.
 - Select: Yes or No. *If using a public computer or laptop we recommend selecting **No**.*



The screenshot shows the CSCU Login Portal for a user with email 01234567@student.comnet.edu. It asks 'Stay signed in?' and provides instructions to reduce the number of times the user is asked to sign in. There is a checkbox for 'Don't show this again' and two buttons: 'No' and 'Yes'.

- If this is your first-time logging in, you will be directed to set up **Multifactor Authentication**.
- A More Information Required screen will appear, click **Next**.



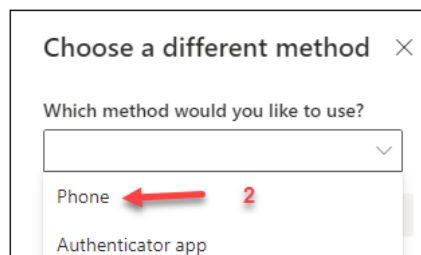
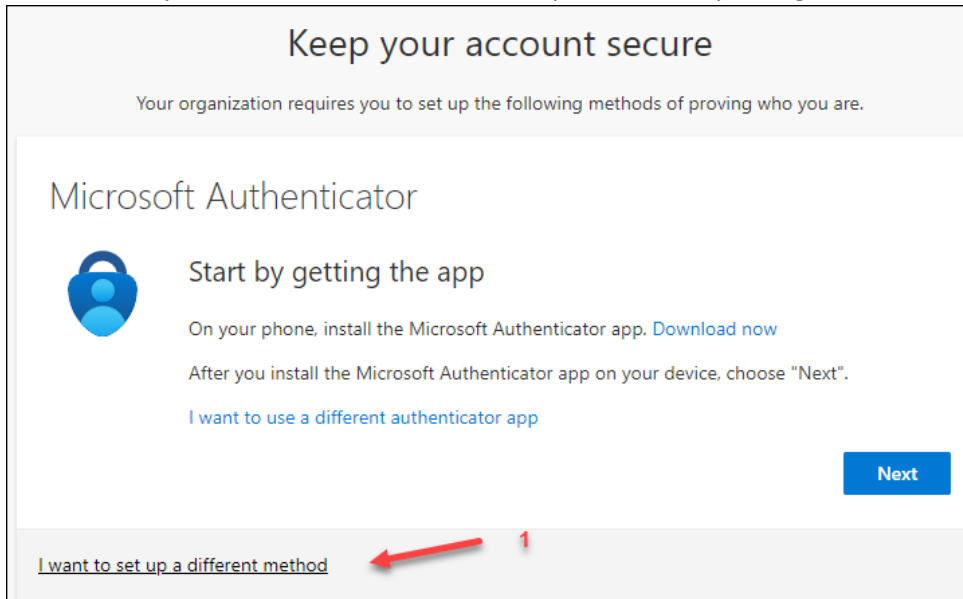
The screenshot shows the Microsoft 'More information required' screen. It states 'Your organization needs more information to keep your account secure' and offers links for 'Use a different account' and 'Learn more'. A blue 'Next' button is circled in red, and a red arrow points from a box labeled 'Click: Next' to the button.

- We STRONGLY recommend** you initially set up the **phone** methods BEFORE you set up the Microsoft Authenticator app.
- We've seen the most success when you have the phone method already configured before you add the authenticator app.
- You will want to make sure you do not have any issues with your authenticator before using the auth app as your default sign-in method.

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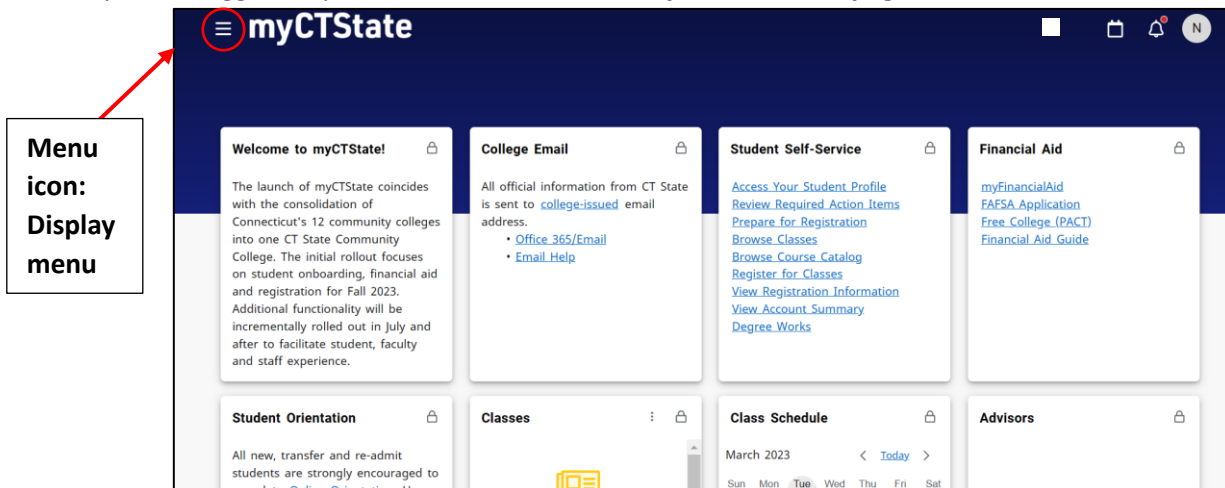
8. On the “Keep your account secure” screen:

- Click on the link in the lower left “I want to set up a different method”
- From the drop down, select “Phone” and use phone call as your sign-in method



- Configure the authenticator app only after the phone method is configured by visiting: <https://mysignins.microsoft.com/security-info>
- **Set up the Authenticator app using this documentation:** [Setting up MS Authenticator for MFA](#)
- If you have trouble, see this KB article: [Troubleshooting the Authenticator App](#)
- Once you setup the methods that you want to use, you will be able to use the Microsoft Password Reset Tool to [reset your NetID password](#) . Refer to [this Microsoft documentation](#) if you need help.

9. Once you are logged in, you will be directed to the **myCTState Homepage**.



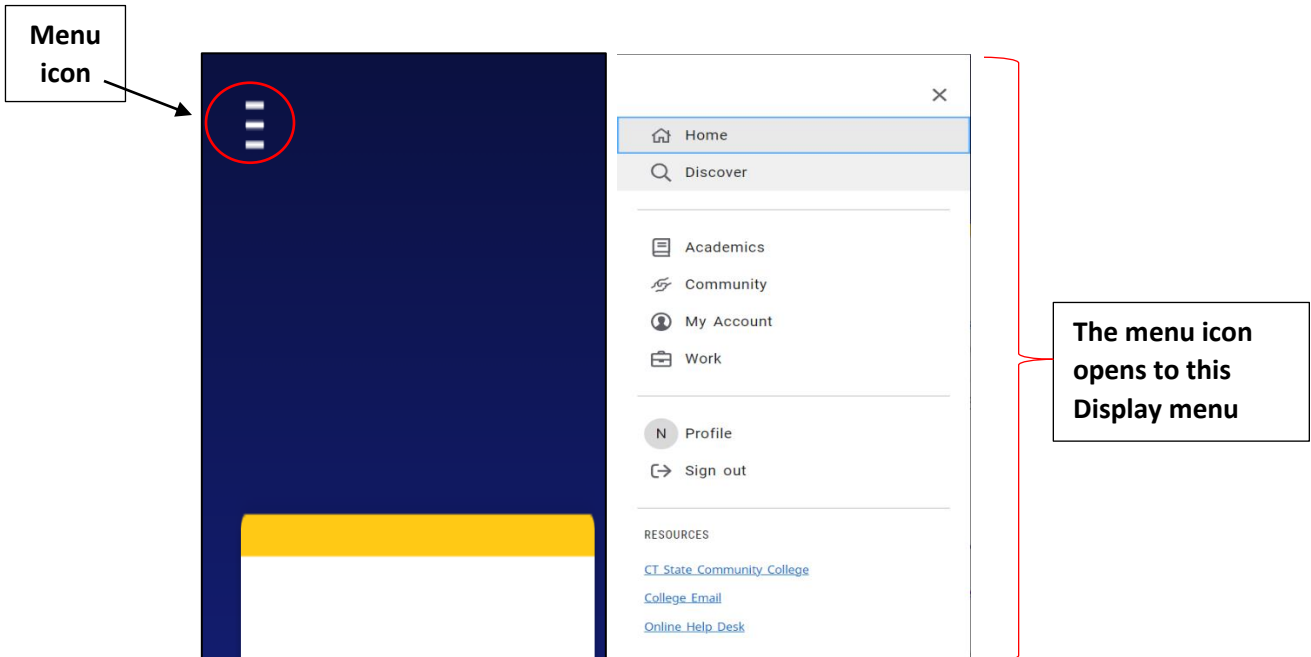
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10. There are myCTState cards related to:

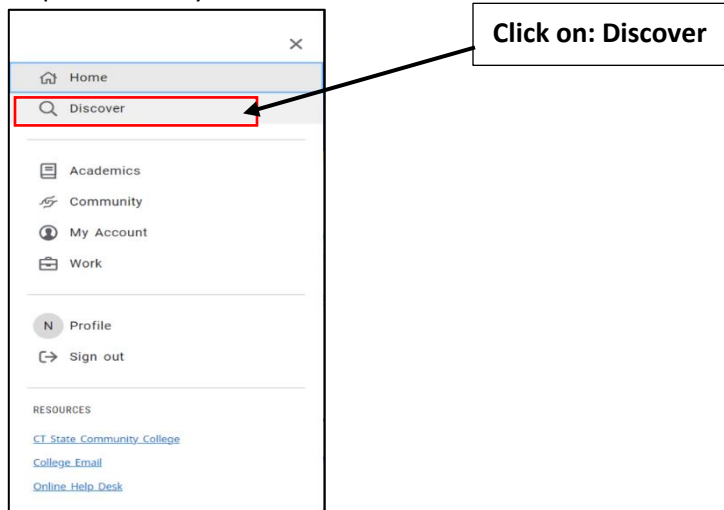
- College Email
- Student Self-Service
- Financial Aid
- Student Orientation
- Advisors
- And more...

The accessible cards are dependent on each user's profile.

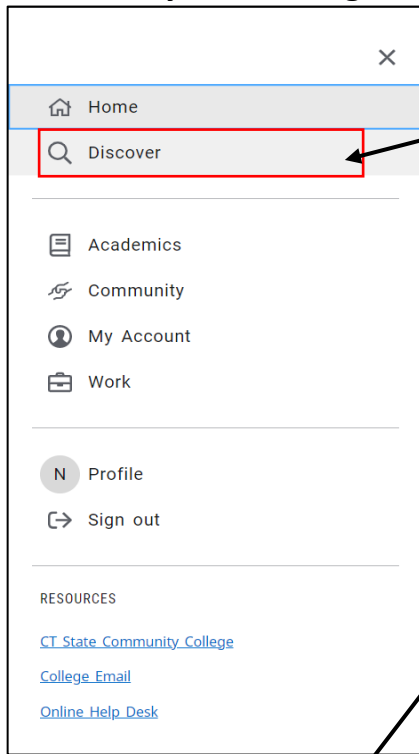
You can click on each card for more information or click on the Main Menu to view the Display menu Options.



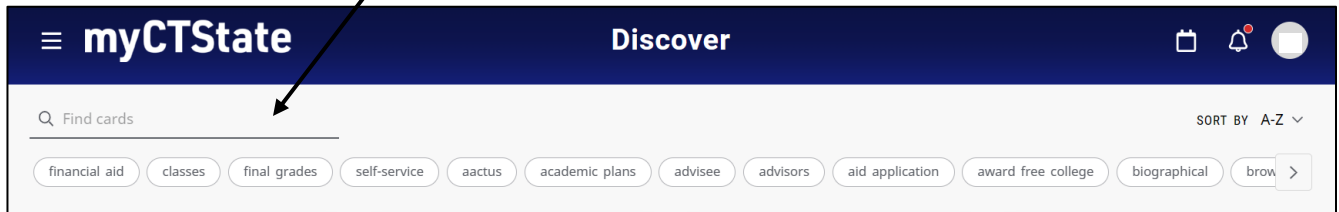
11. **Click on Discover to search for information within myCTState.** You will be able to view additional cards that may be pertinent to your time at CT State.



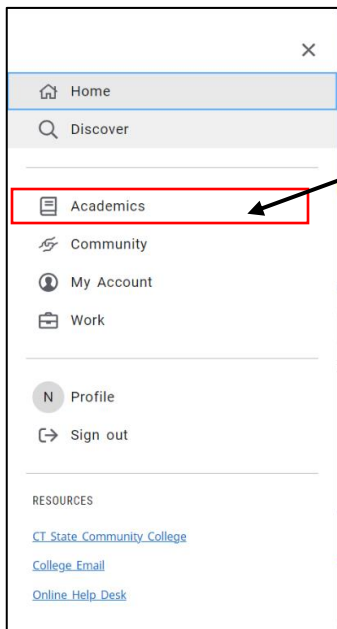
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Click on: Discover & Search for information



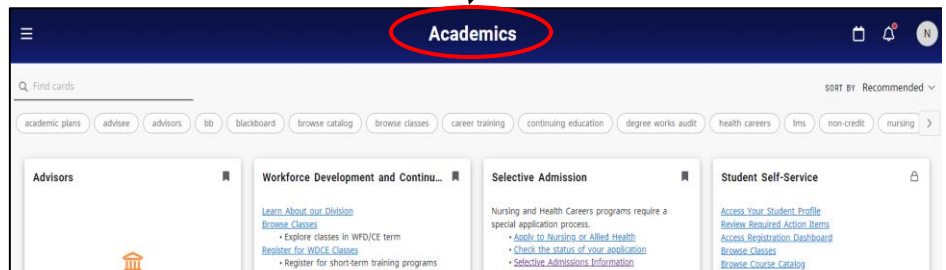
12. To view your Academic Profile, click on: Academics:



Click on: Academic & View Academic Information

Academic Information:

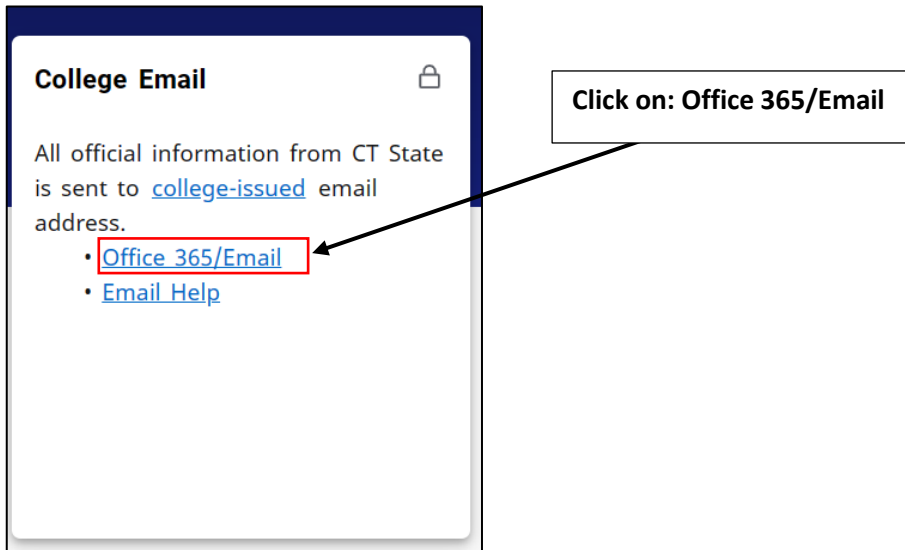
- Student Self-Service
- Selective Admissions
- Academic Plans
- Degree Programs



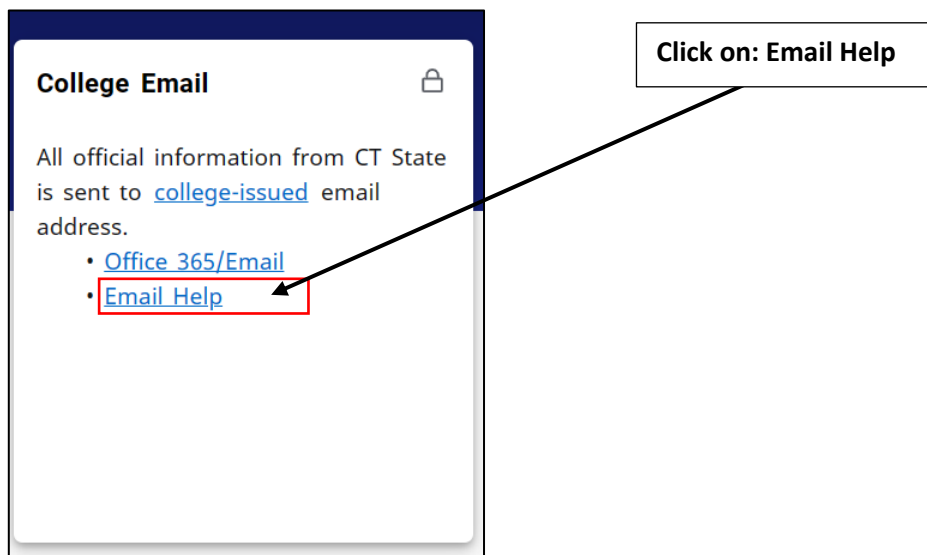
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Email Access to Office 365/Email:

1. Click on the College Email Tile and click on: **Office 365/Email**



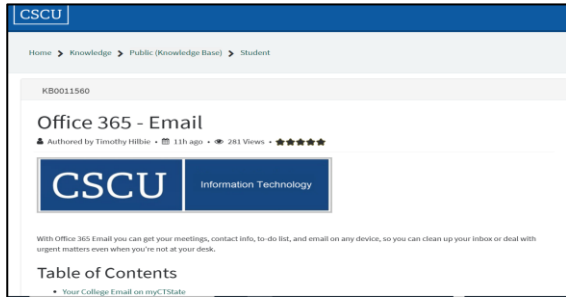
2. You will be **redirected to your Office 365/Email**
3. If you need assistance accessing College Email select: **Email Help**
 - You will be redirected to the **CSCU IT Help Page**



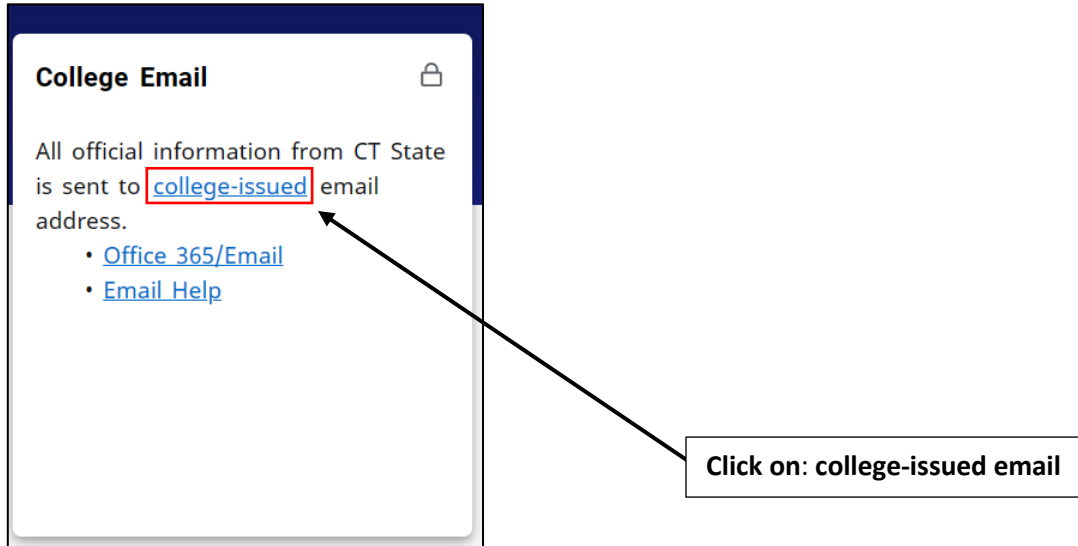
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How to Access Office 365/Email:

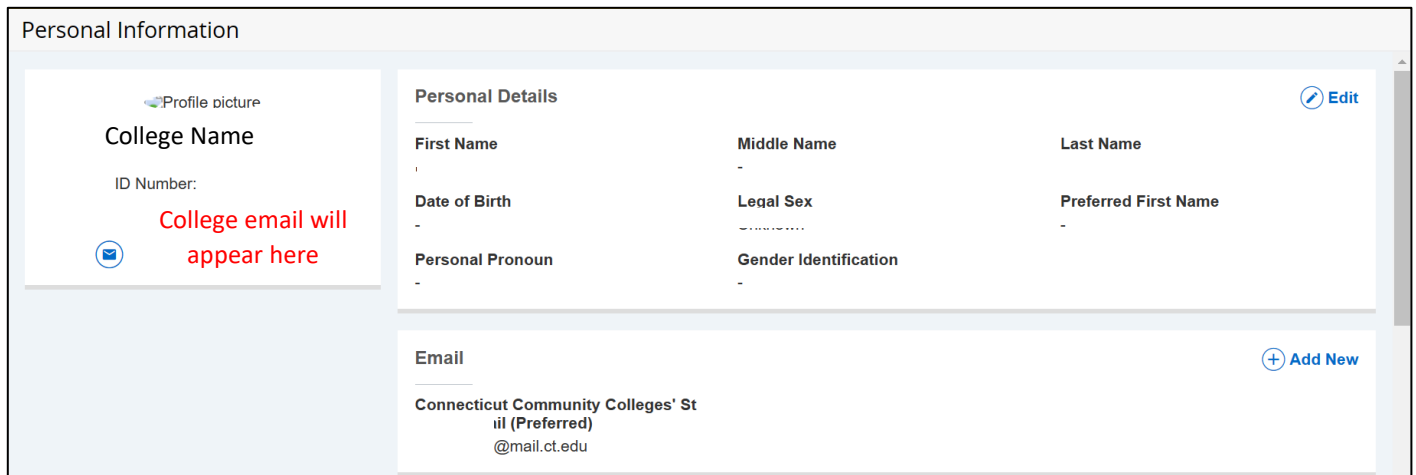
All official information from CT State is sent to your college-issued email address. For additional instructions on how to access your college email address click on the link provided: https://cscu.service-now.com/sp/?id=kb_article_view&sysparm_article=KB0011560&sys_kb_id=500231ce870e5510cccf29acebb3535&spa=1



4. To view your college-issued email address click on: college-issued



5. Your college email account information will appear as shown below:



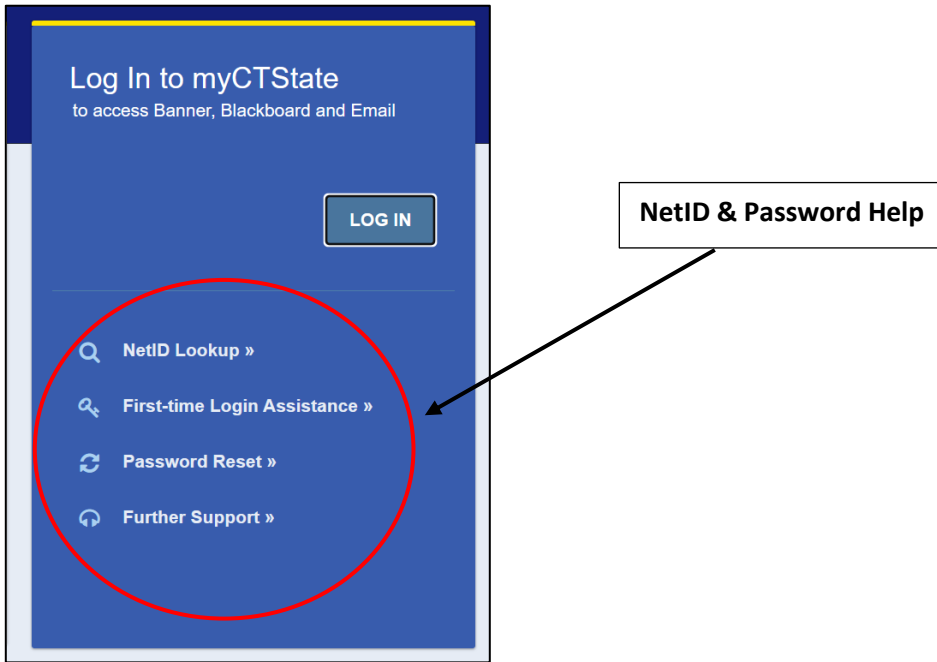
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myCTState Resources:

[myCTState](#) Help Resources for NetID Lookup, First-time Login Assistance, Password Reset and further support are available on the Login Screen. Additional Resources such as [myCTState](#) videos, Browse Classes, Programs/Majors, Apply for Admissions, Apply for Financial Aid, and Office 365/Email are helpful quick links.

Other Resources can be found on the login screen.

Helpful Resources:



Additional Resources:

