<u>myCTState</u> 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.

<u>Disclaimer:</u> 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: <u>https://my.ctstate.edu</u> OR visit <u>https://ctstate.edu</u> and click on the <u>myCTState</u> icon

← → C 🔒 ctstate.edu			Ŀ ☆	8
CT STATE	Admissions Campuses /	Apply Apply Academics Life at CT State	About Library myCTState FREE COLLEGE Workforce Development REQUES	T INFO

2. Click on Log In

\leftrightarrow \rightarrow C $($ my.ctstate.edu		论 ☆			
myCTState					
Students, faculty and staff can access Banner, the student information system; Blackboard, the course management system; CT State email; and other support services and systems by logging into myCTState. myCTState is for use for Fall 2023 (and later) actions exclusively. Those activities include, but are not limited to, registering for fall classes, accessing CT State technology, visiting New Student Orientation, and much more.					
myCTState Announcements	Log In to myCTState	Other Resources			
Multifactor Authentication Requirement Scheduled System Maintenance Timeframes Recommended personal	to access Banner, Blackboard and Email LOG IN Q NetID Lookup » Q First-time Login Assistance »	View myCTState Videos Browse Classes Browse Programs/Majors			
systems and Blackboard.		Apply for Financial Aid Access Office 365/Email			
	 Password Reset » Further Support » 	Click: LOG IN			
	© 2023 Connecticut State Community College				

- 3. You will be redirected to the CSCU Login Portal
 - You will need NetID to get started.
 - Enter your NetID
 - Example: <u>01234567@student.commnet.edu</u>



- 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.



- 5. 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.**



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

Microsoft	
More information required	Click: Next
Your organization needs more information to keep your account secure	
Use a different account	
Learn more	
Next)

- <u>We STRONGLY recommend</u> you initially set up the **phone** methods <u>BEFORE</u> 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.

- 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

Keep your account secure				
Your organization requires you to set up the following methods of proving who you are.				
Microsoft Authenticator				
Start by getting the app				
On your phone, install the Microsoft Authenticator app. Download now				
After you install the Microsoft Authenticator app on your device, choose "Next".				
l want to use a different authenticator app				
Next				
I want to set up a different method				
Choose a different method $~ imes$				
Which method would you like to use?				
Phone 2				
Authenticator app				

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

	(≡)myCTState			•	t 4 N
Menu icon: Display menu	Welcome to myCTState! The launch of myCTState coincides with the consolidation of Connecticut's 12 community colleges into one CT State Community College. The initial rollout focuses on student onboarding, financial aid and registration for Fall 2023. Additional functionality will be incrementally rolled out in July and after to facilitate student, faculty and staff experience.	College Email	Student Self-Service Access Your Student Profile Review Required Action Items Prepare for Registration Browse Classes Browse Course Catalog Register for Classes View Registration Information View Account Summary Degree Works	Financial Aid myEinancialAid FAFSA Application Free College (PA Financial Aid Gui	A an de
	Student Orientation	Classes : A	Class Schedule March 2023 < Ioday	Advisors	۵

- 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.





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



Page 6 of 9

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 assitance accessing College Email select: Email Help
 - You will be redirected to the CSCU IT Help Page



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: <u>https://cscu.service-now.com/sp/?id=kb_article_view&sysparm_article=KB0011560&sys_kb_id=500231ce870e5510ccccf29acebb3535</u> <u>&spa=1</u>

CSCU
Home > Knowledge > Public (Knowledge Base) > Student
KB0011560
Office 365 - Email & Authors by Therefory Hillier - 🕲 11 haps - 👁 241 Meess - 🚓 🚓 🚓
With Office 365 Email you can get your meetings, contact info, to do list, and email on any device, so you can clean up your inbox or deal with urgent matters even when you're not at your desk.
Table of Contents
Your College Email on myCTState

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



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

Personal Information				
 Profile picture College Name ID Number: College email will appear here 	Personal Details First Name Date of Birth - Personal Pronoun -	Middle Name - Legal Sex Gender Identification -	Last Name Preferred First Name -	✓ Edit
	Email Connecticut Community Colleges' St ii (Preferred) @mail.ct.edu			+ Add New

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:

