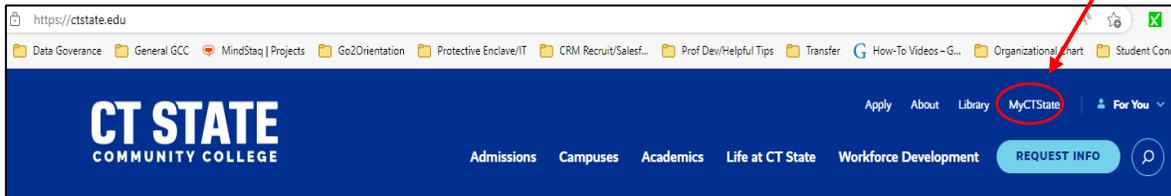# myCTState Login Instructions and How to Access Office 365/Email

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.
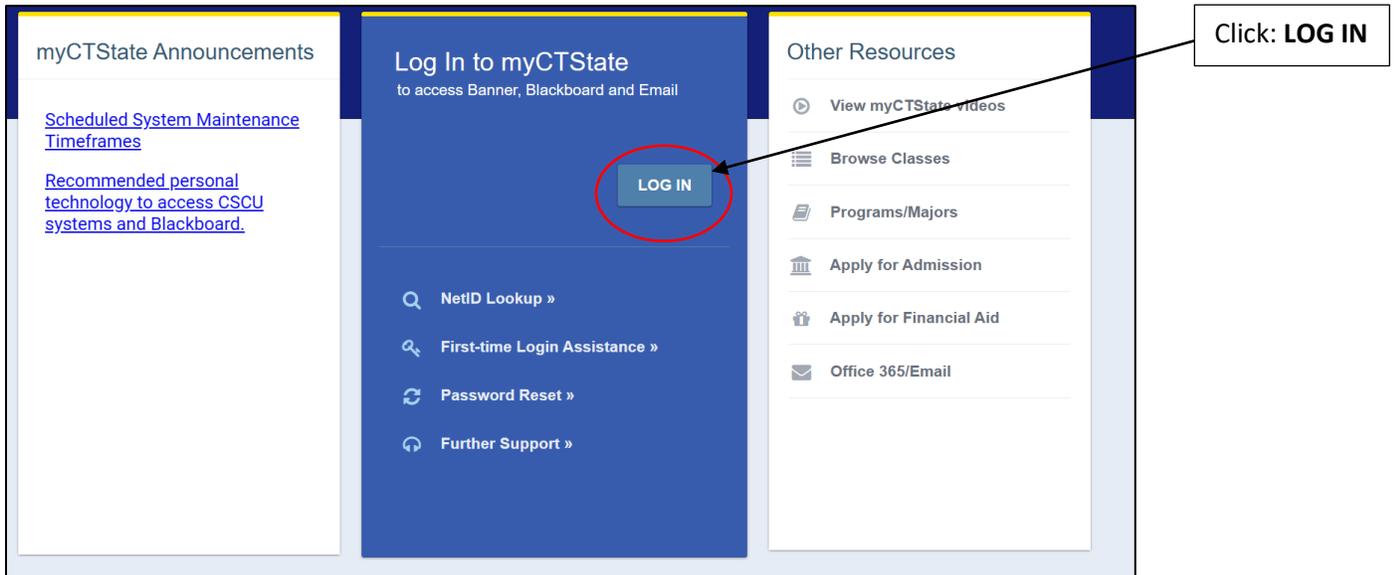
**Disclaimer:** New content and instructions will continue to be released overtime. i.e. Blackboard
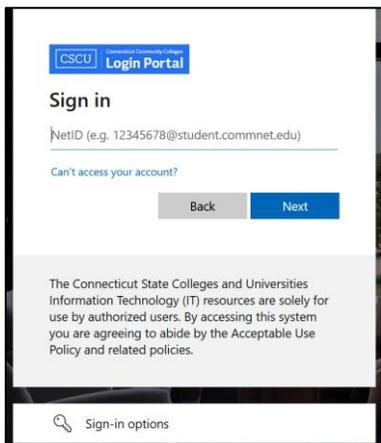
Steps to log in to myCTState:

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**

3. You will be redirected to the **CSCU Login Portal**
   - You will need NetID to get started.

4. Enter your **NetID**

    Example: 01234567@student.commnet.edu
5. Click: **Next**

Enter your NetID

Click: Next

6. Enter your **Password**
    - Default password for first time users:
        - First three letters of your birth month with the first letter capitalized
        - Ampersand sign: &
        - Last four digits of your SSN

7. Click: **Sign in**

Enter your Password & Click: Sign in

8. 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.*
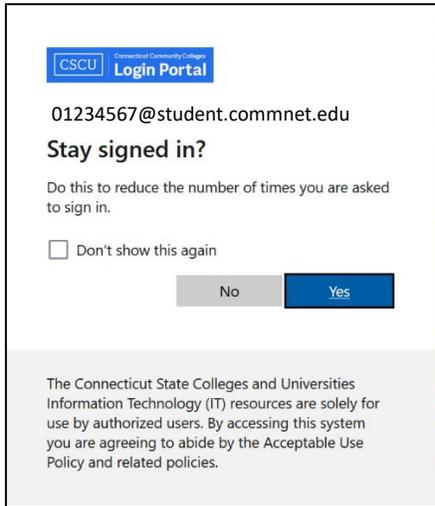
9. Once you are logged in, you will be directed to the **myCTState Homepage**
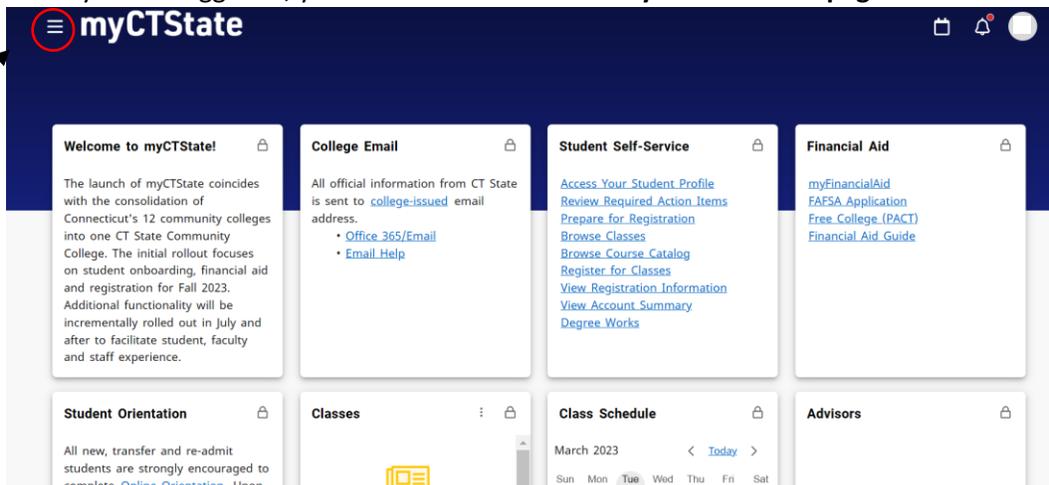
Menu icon: Display menu

10. There are myCTState tiles related to:
    - College Email
    - Student Self-Service
    - Financial Aid
    - Student Orientation
    - Classes
    - Class Schedule
    - Advisors
    - And more…

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

myCTState Login Instructions and How to Access Office 365/Email

Menu icon

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.

Home
Discover
Academics
Community
My Account
N Profile
Sign out
RESOURCES
CT State Community College
College Email
Online Help Desk

The menu icon opens to this Display menu

11. Click on **Discover** to search for information within myCTState. You will be able to view additional tiles that may be pertinent to your time at CT State.
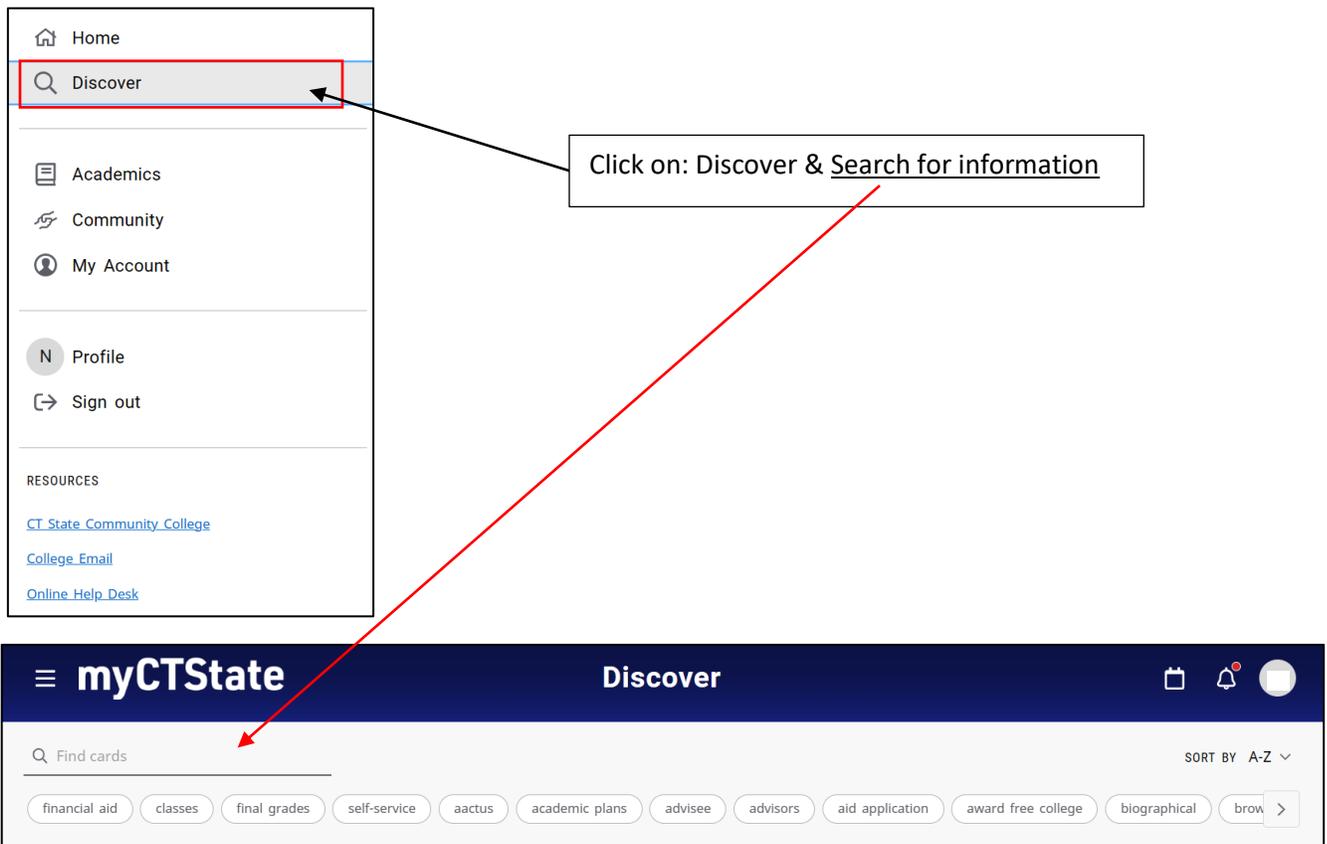
Home
Discover
Academics
Community
My Account
N Profile
Sign out
RESOURCES
CT State Community College
College Email
Online Help Desk

Click on: Discover & Search for information

≡ myCTState   **Discover**

Q Find cards   SORT BY A-Z ⌄

financial aid | classes | final grades | self-service | aactus | academic plans | advisee | advisors | aid application | award free college | biographical | brow ›

myCTState Login Instructions and How to Access Office 365/Email

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

Click on: Academic & <u>View Academic Information</u>

Home

Discover

Academics

Community

My Account

N **Profile**

Sign out

RESOURCES

CT State Community College

College Email

Online Help Desk
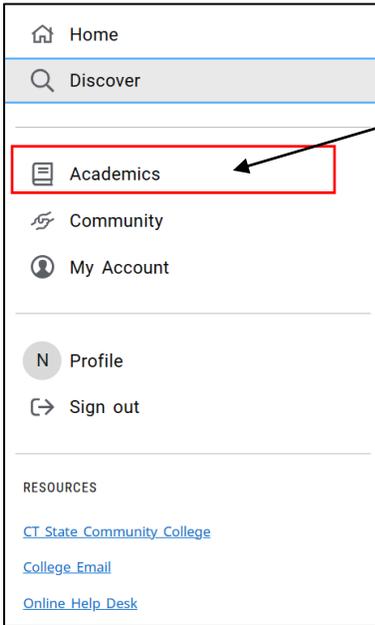
Academic Information:

Class Schedule

Classes

Student Self-Service

Selective Admissions

Academic Plans

Degree Programs
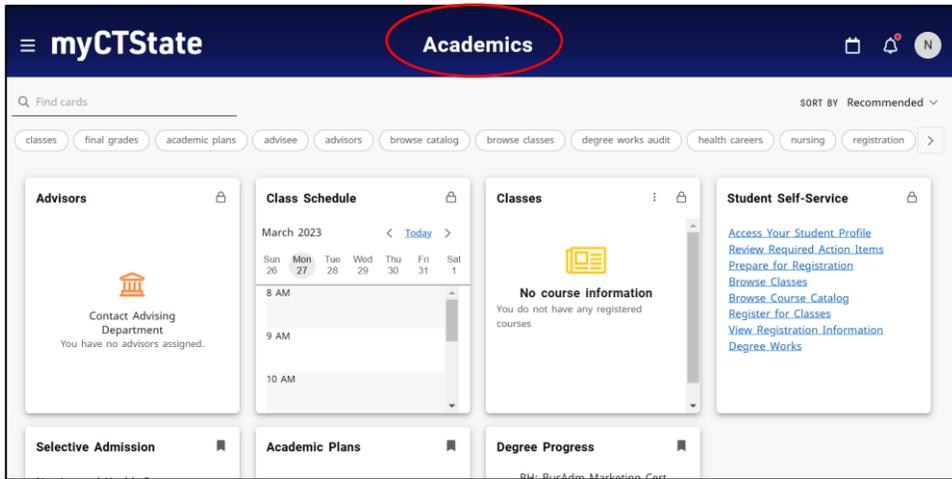
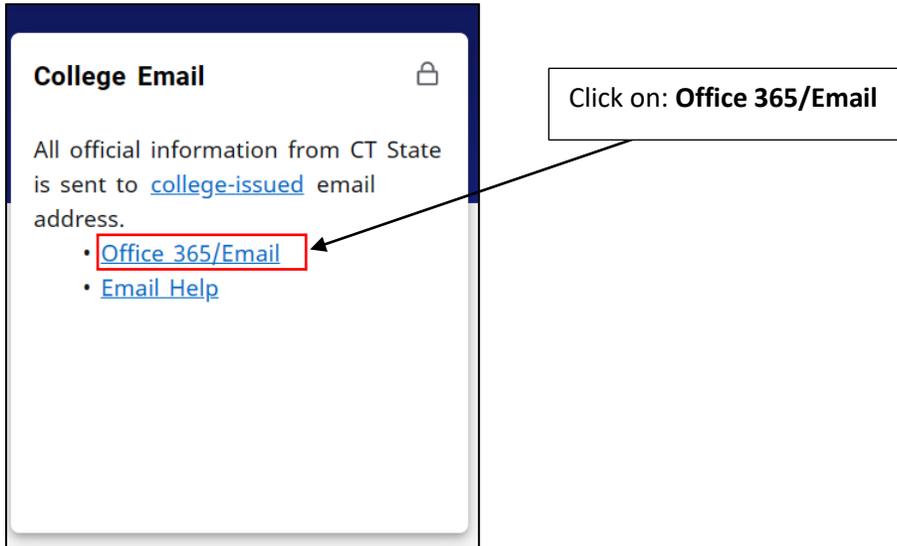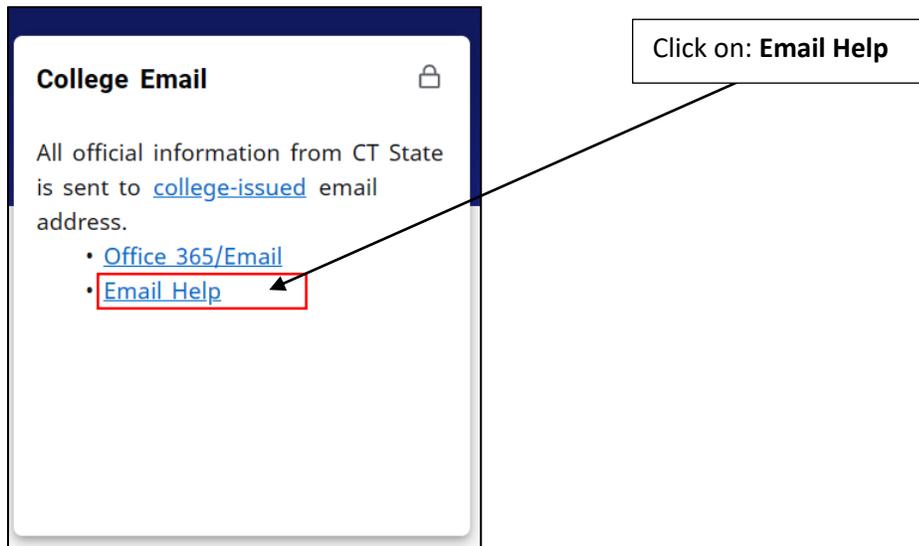# myCTState Login Instructions and How to Access Office 365/Email

Email Access to Office 365/Email:

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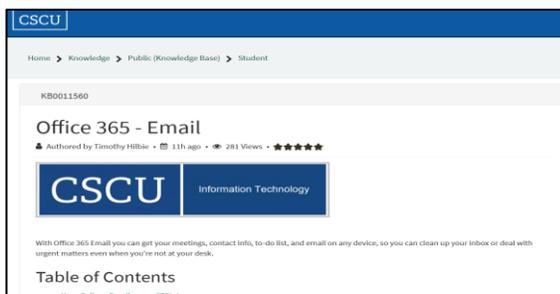

Click on: **Office 365/Email**

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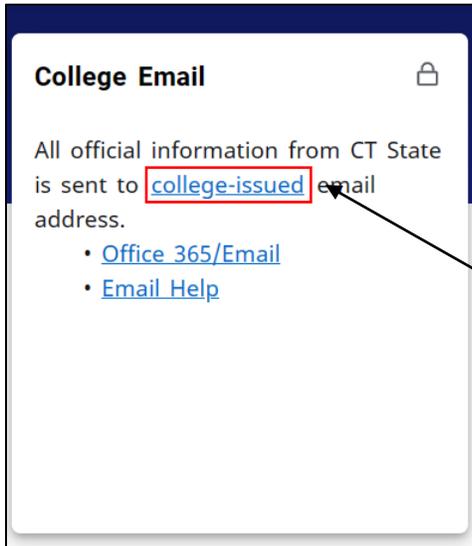   - You will be redirected to the **CSCU IT Help Page**

Click on: **Email Help**

CSCU IT Help Page: [Public - Office 365 - Email (service-now.com)](Public - Office 365 - Email)

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

College Email 🔒

All official information from CT State is sent to college-issued email address.
- Office 365/Email
- Email Help

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   ✏ Edit

First Name   **Middle Name**   **Last Name**
                       -

Date of Birth   **Legal Sex**   **Preferred First Name**
-   -

Personal Pronoun   **Gender Identification**
-                       -

Email   ⊕ **Add New**

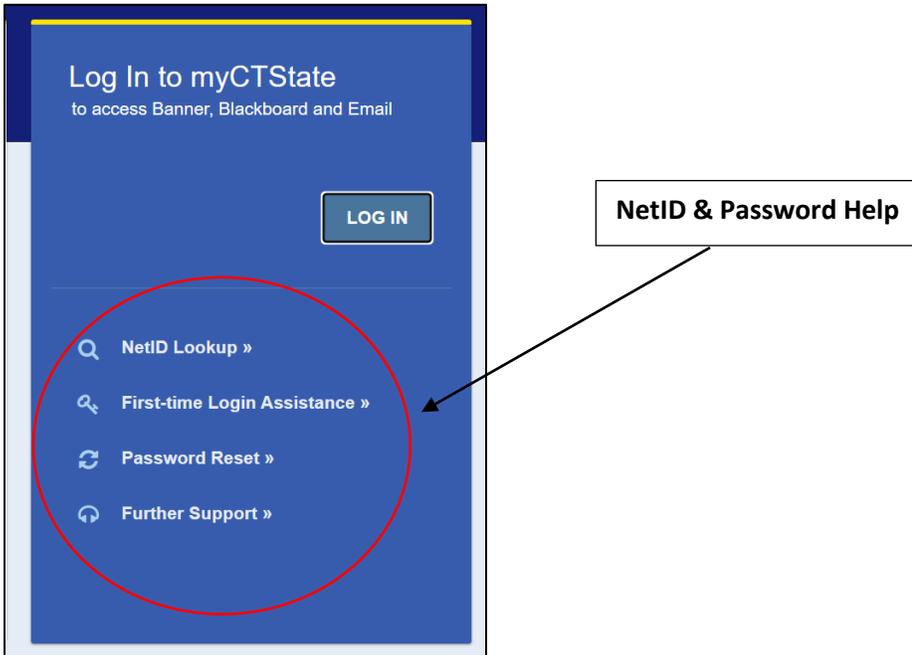Connecticut Community Colleges' St
ail **(Preferred)**
@mail.ct.edu

myCTState Login Instructions and How to Access Office 365/Email

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: