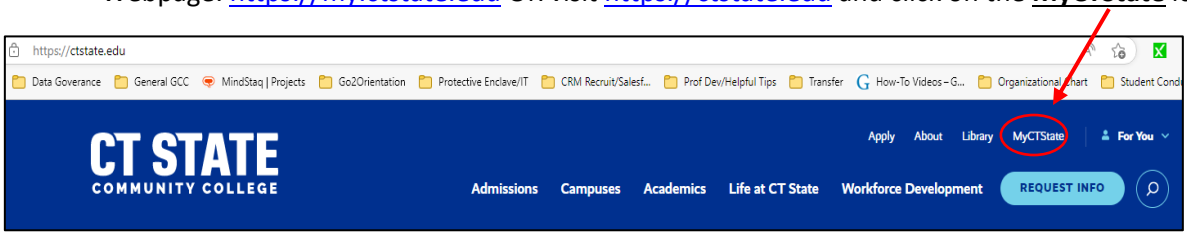
myCTState Login Instructions and How to Access Office 365/Email

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.

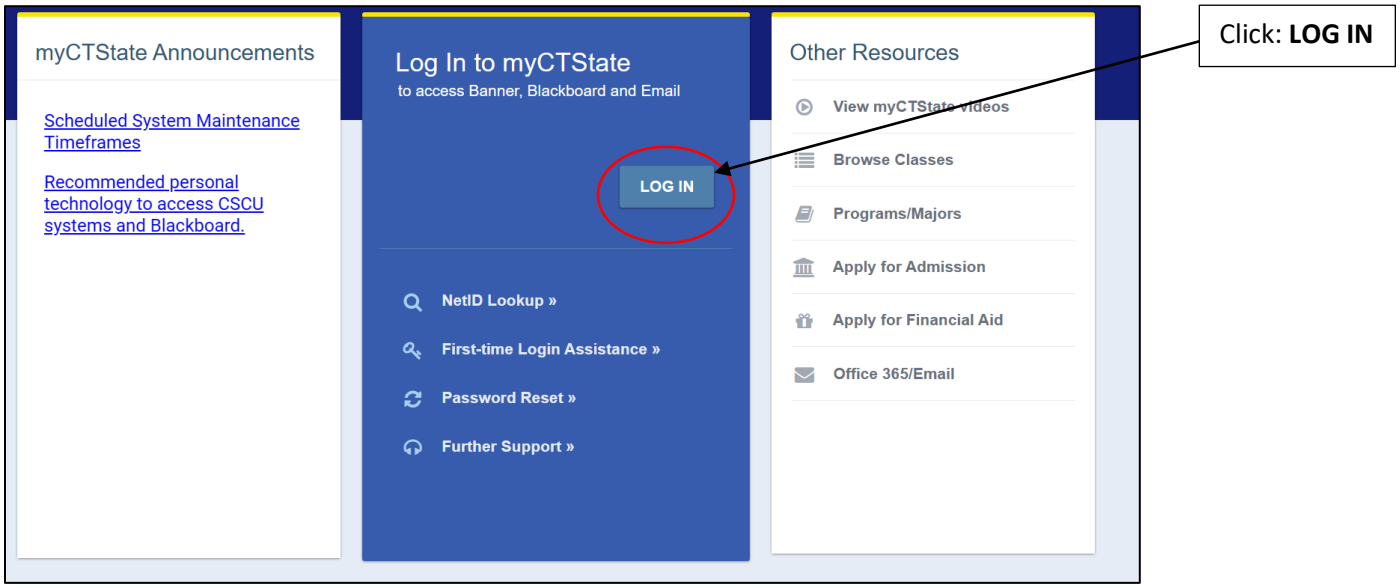
Disclaimer: *New content and instructions will continue to be released overtime. i.e. Blackboard*

Steps to log in to myCTState:

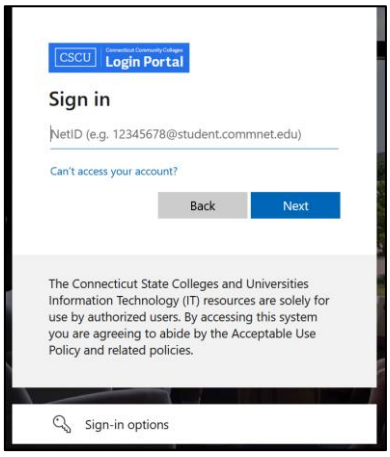
1. Log in to myCTState
   - Webpage: https://my.ctstate.edu OR visit https://ctstate.edu and click on the **MyCTState** icon



2. Click on **Log In**



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



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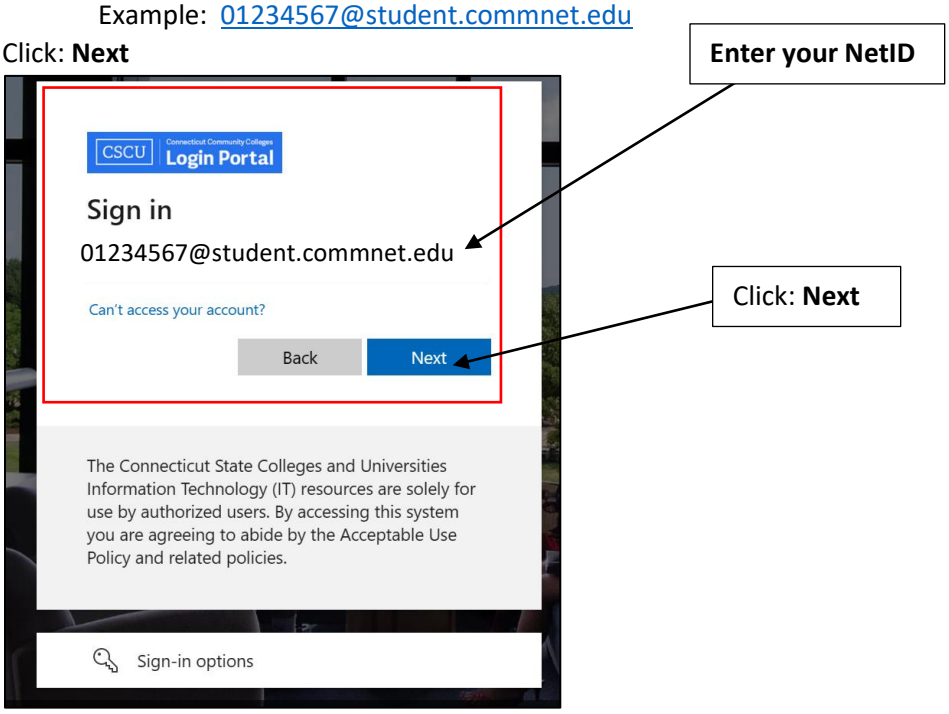
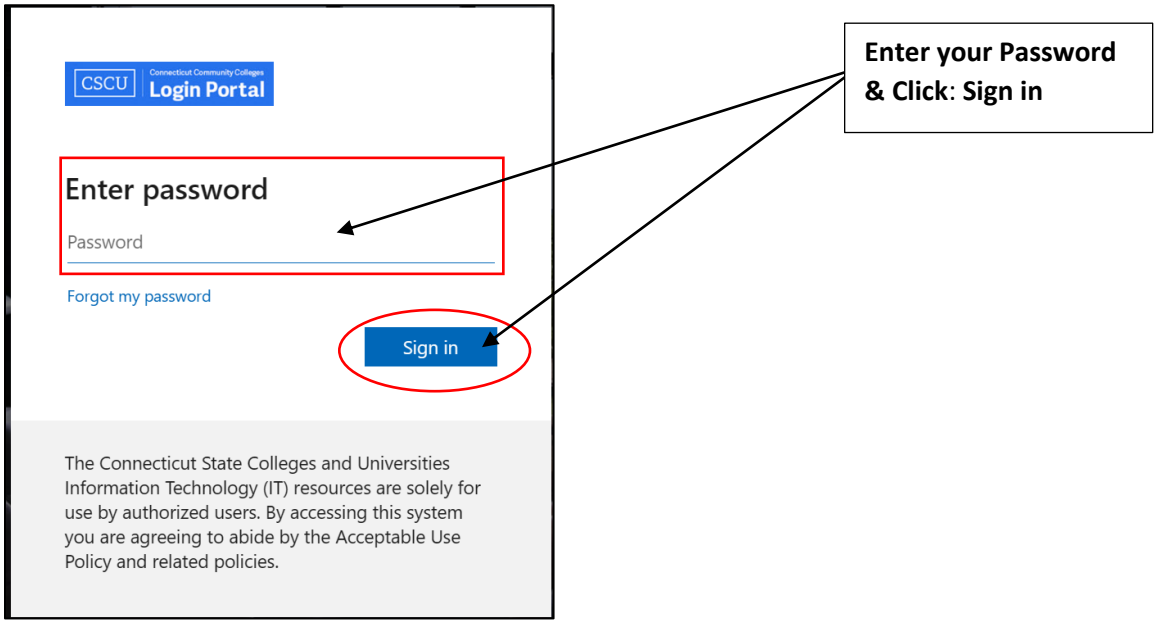
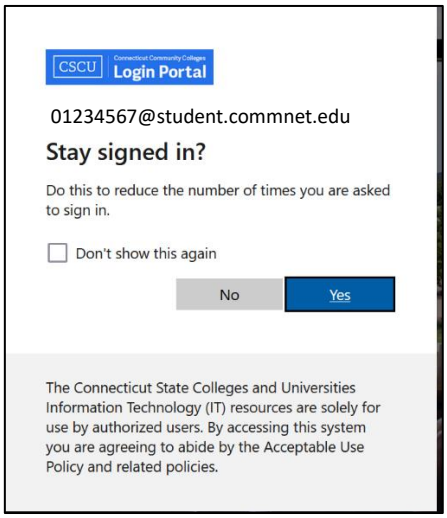
4. Enter your **NetID**
   Example: 01234567@student.commnet.edu
5. Click: **Next**



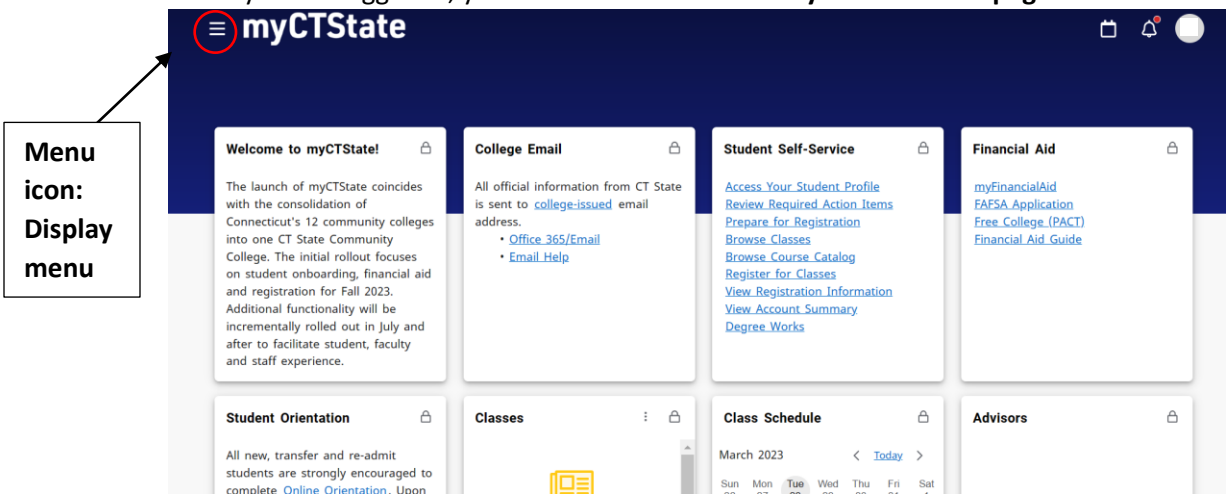
6. Enter your **Password**
   - Default password for first time users:
     - First three letters of your birth month with the first letter capitalized
     - Ampersand sign: &
     - Last four digits of your SSN
7. Click: **Sign in**



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.*

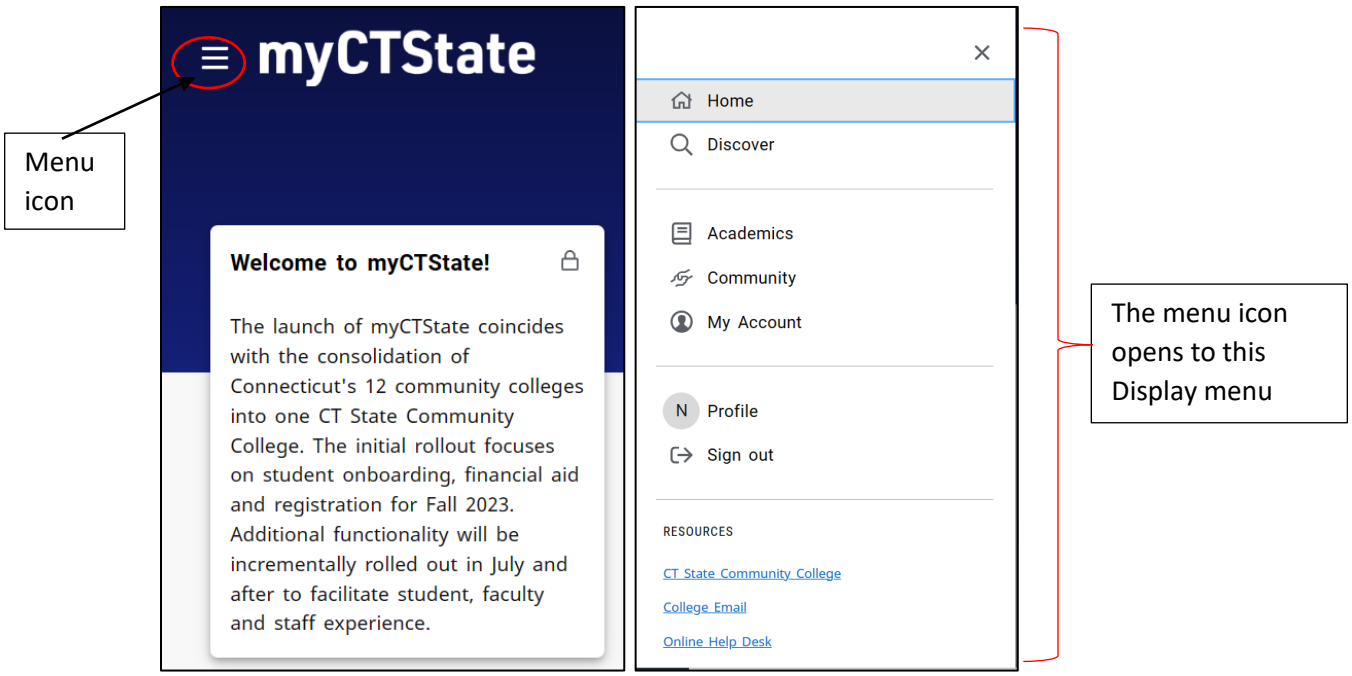


9. Once you are logged in, you will be directed to the **myCTState Homepage**

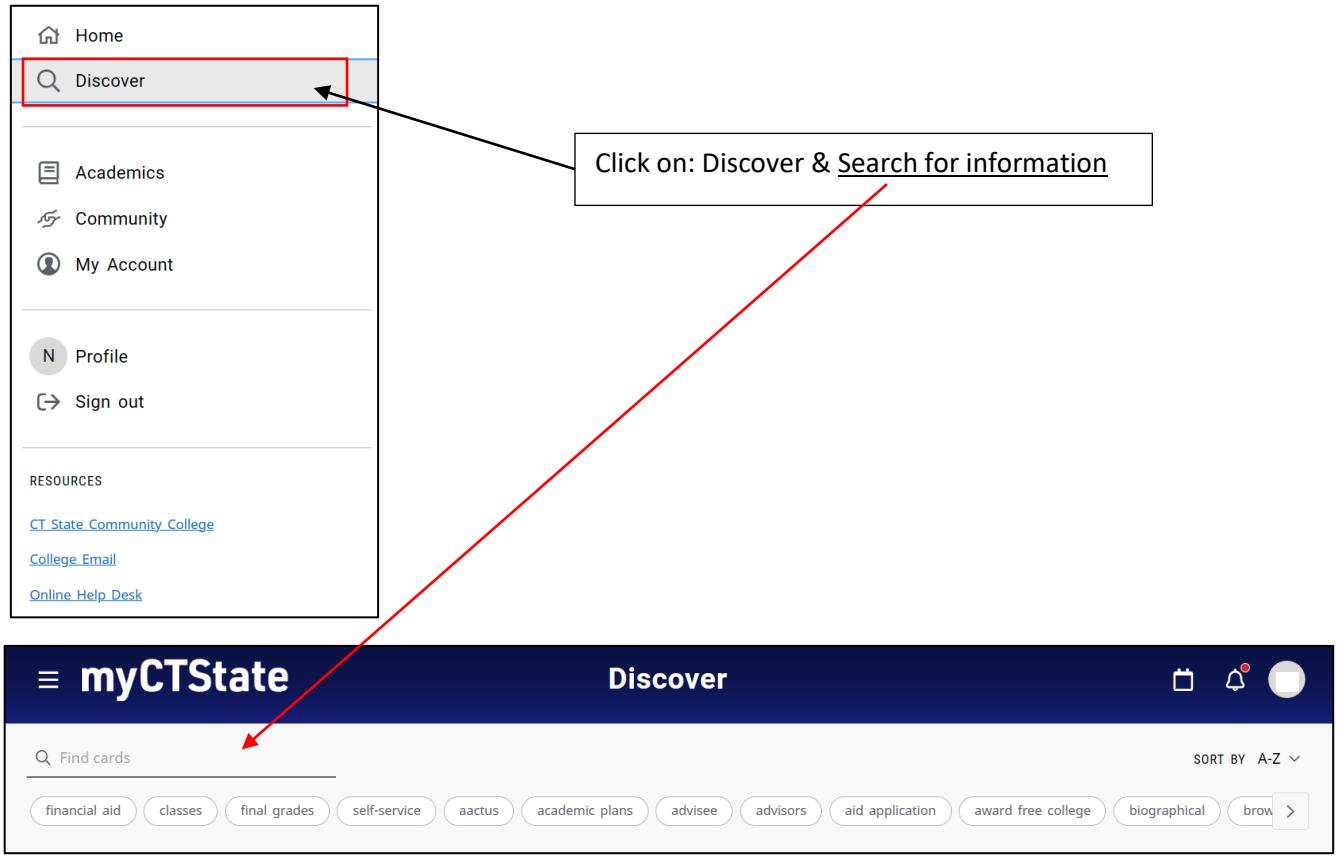


10. There are myCTState tiles related to:
    - College Email
    - Student Self-Service
    - Financial Aid
    - Student Orientation
    - Classes
    - Class Schedule
    - Advisors
    - And more…

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



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.



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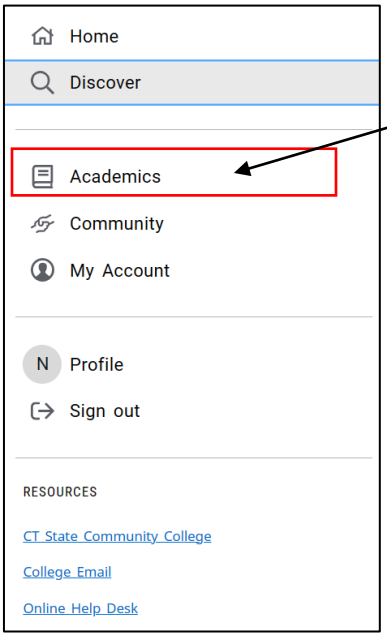
12. To view your Academic Profile click on: Academics:

Click on: Academic & View Academic Information



Academic Information:

Class Schedule

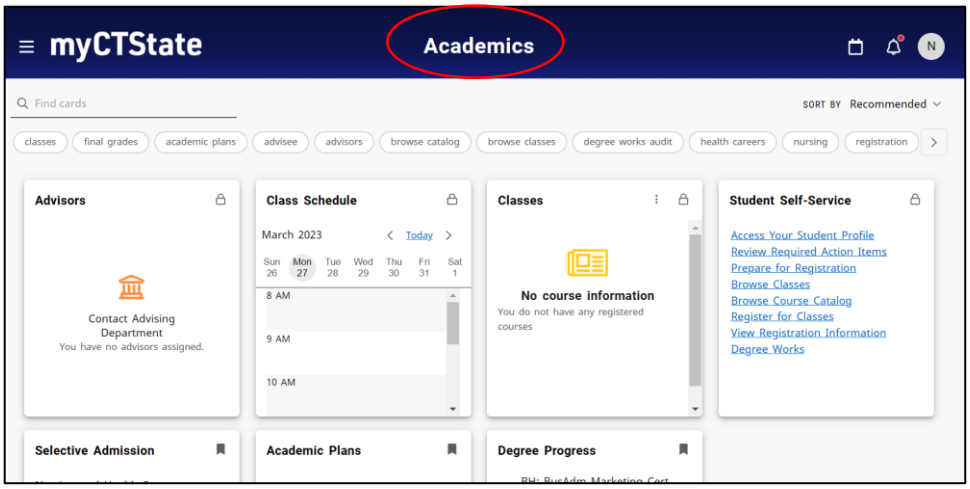
Classes

Student Self-Service

Selective Admissions

Academic Plans

Degree Programs



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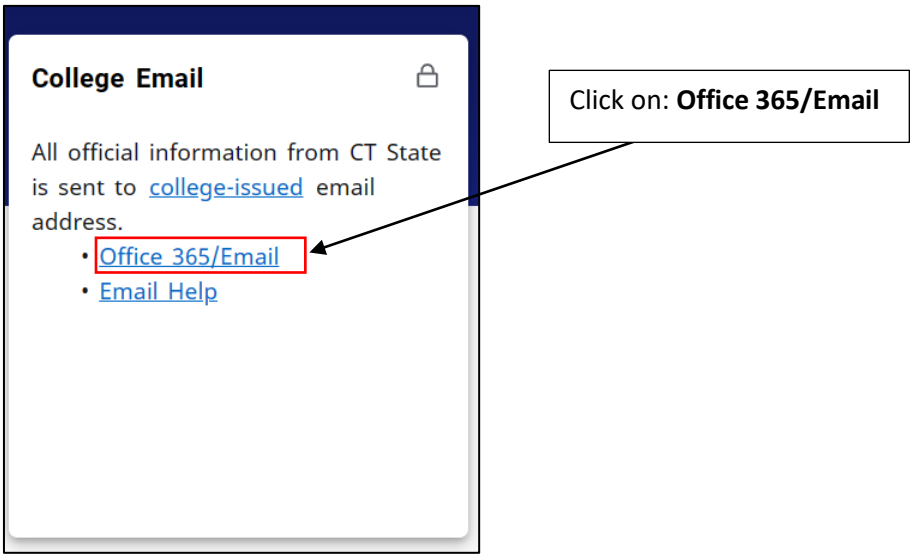
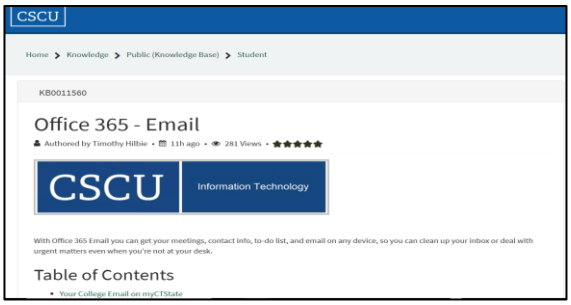
Email Access to Office 365/Email:

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

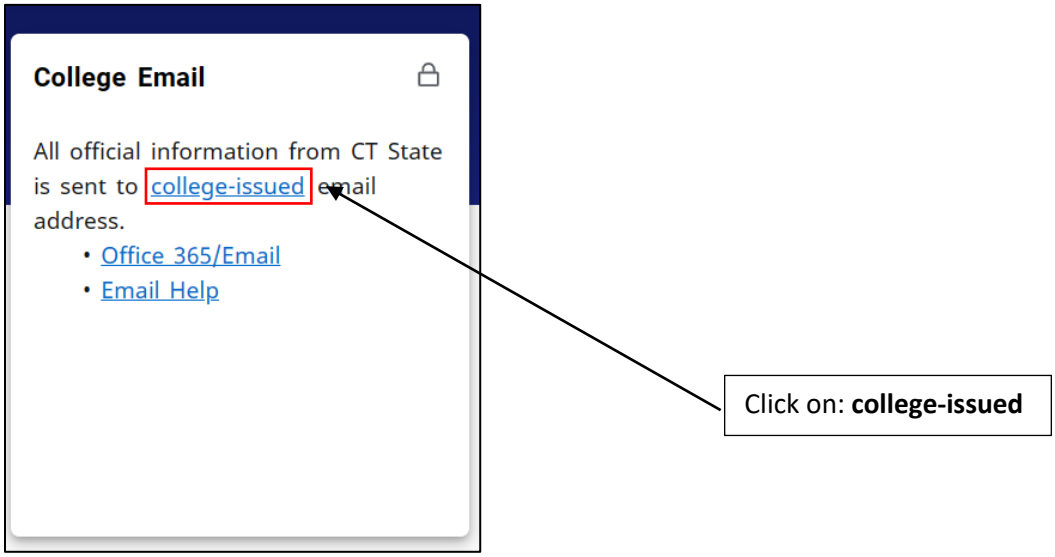


2. You will be **redirected to your Office 365/Email**
3. If you need assitance accessing College Email select: **Email Help**
    - You will be redirected to the **CSCU IT Help Page**

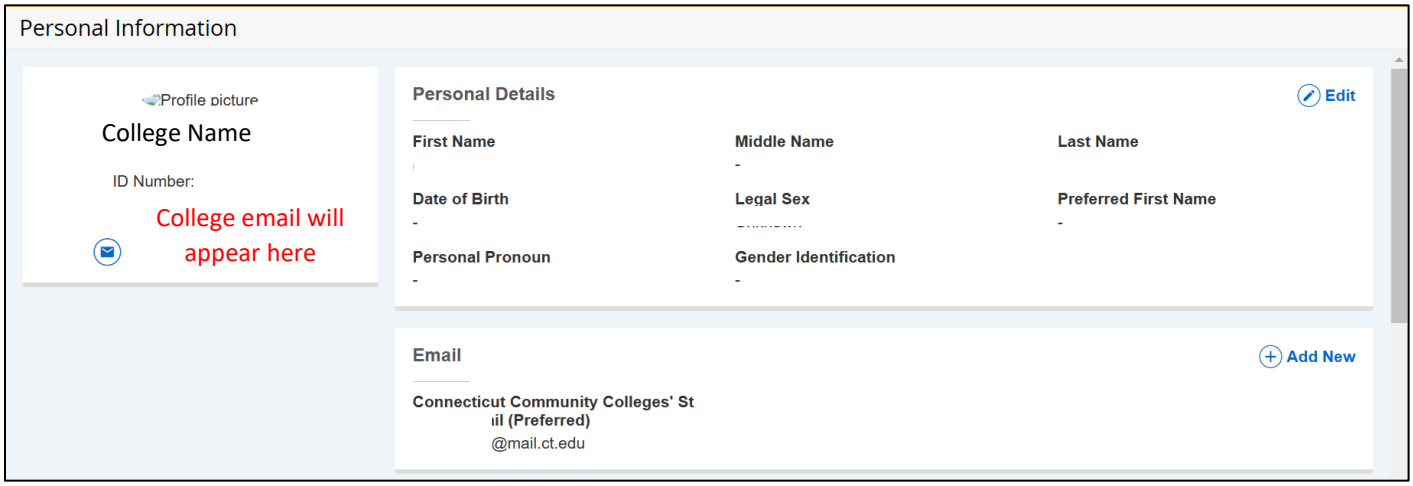
CSCU IT Help Page: [Public - Office 365 - Email (service-now.com)]



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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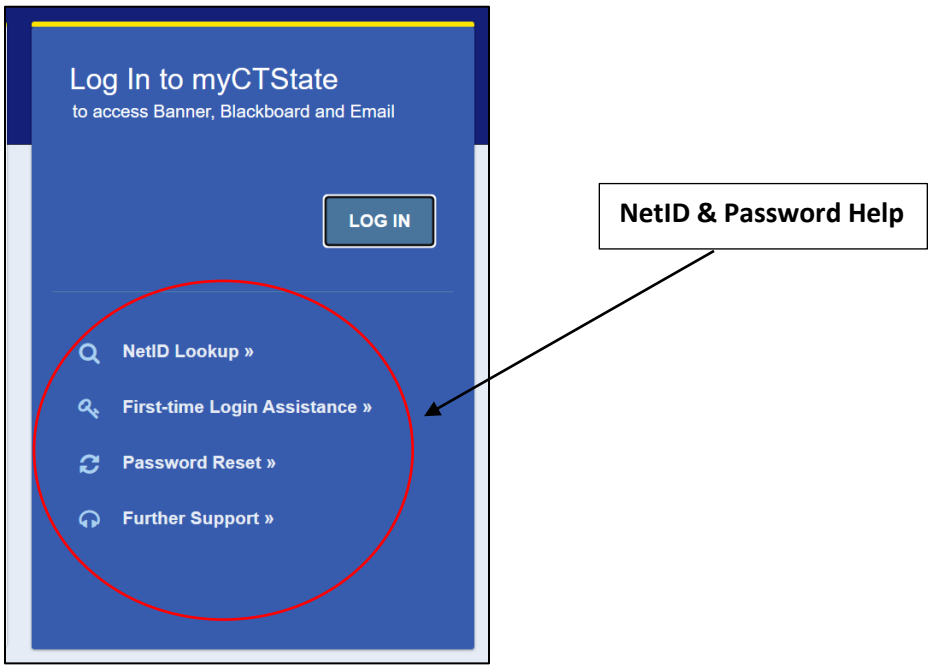
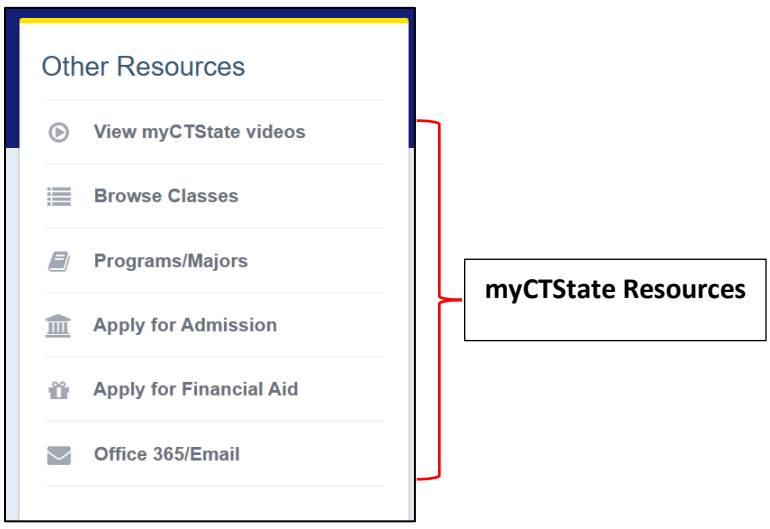
myCTState Resources:

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: