

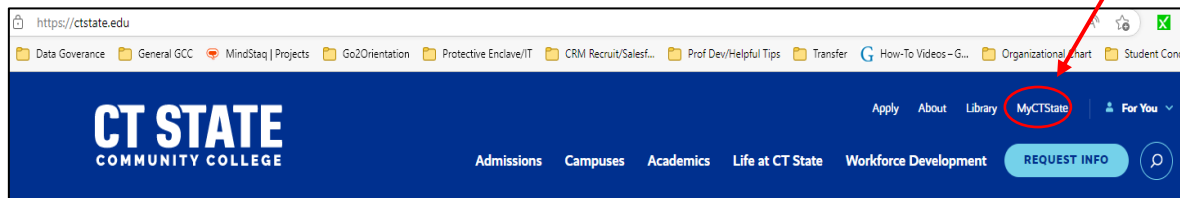
myCTState Login Instructions and How to Access Office 365/Email

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.

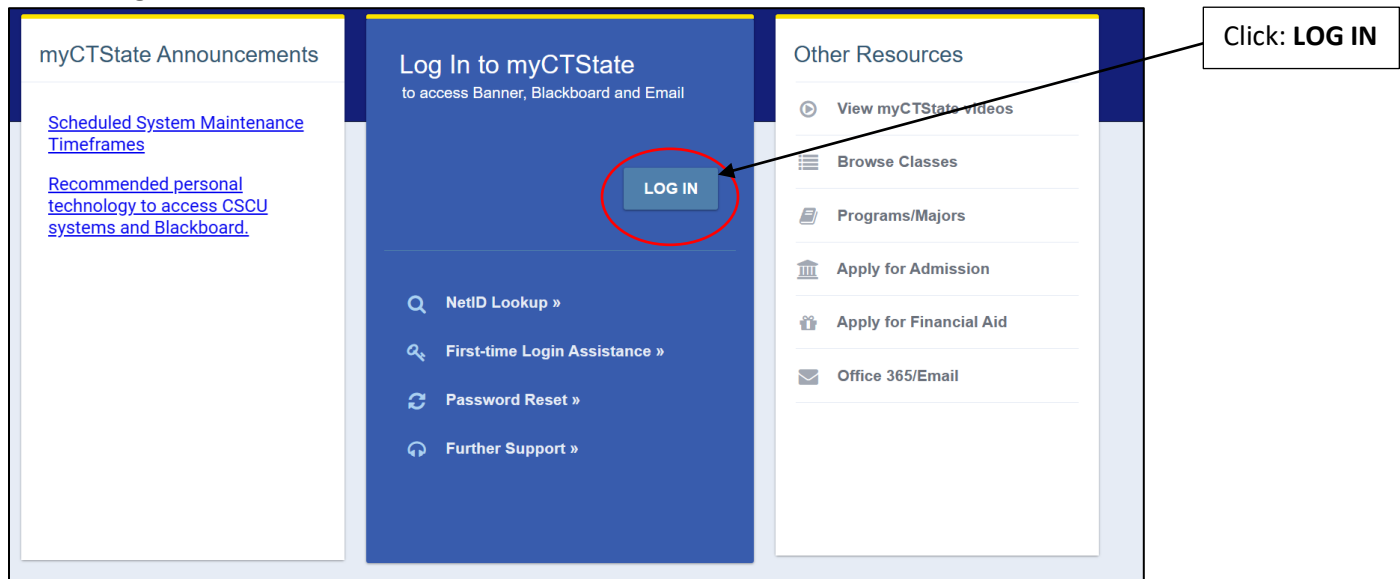
Disclaimer: New content and instructions will continue to be released overtime. i.e. Blackboard

Steps to log in to myCTState:

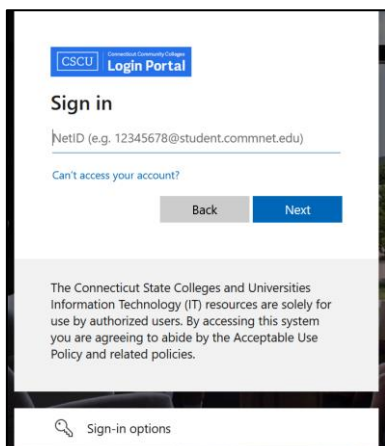
1. Log in to [myCTState](https://my.ctstate.edu)
 - Webpage: <https://my.ctstate.edu> OR visit <https://ctstate.edu> and click on the **MyCTState** icon



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**

The screenshot shows the 'CSCU Login Portal' with the text 'Sign in' and the email address '01234567@student.commnet.edu' entered in the text field. Below the field is a link 'Can't access your account?'. At the bottom of the form are two buttons: 'Back' and 'Next'. A red rectangle highlights the entire sign-in form area. Two callout boxes with arrows point to the form: one labeled 'Enter your NetID' pointing to the email field, and another labeled 'Click: Next' pointing to the 'Next' button.

6. Enter your **Password**

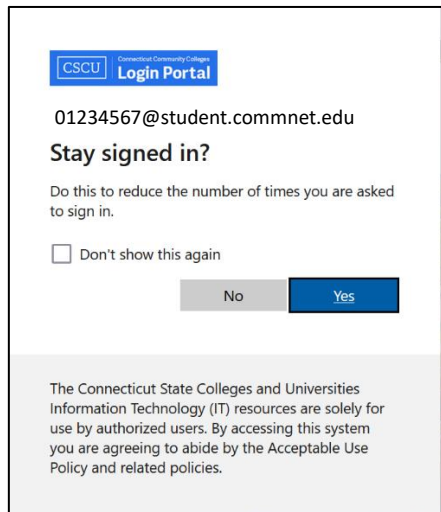
- Default password for first time users:
 - First three letters of your birth month with the first letter capitalized
 - Ampersand sign: &
 - Last four digits of your SSN

7. Click: **Sign in**

The screenshot shows the 'CSCU Login Portal' with the text 'Enter password' above a password input field. Below the field is a link 'Forgot my password'. At the bottom of the form is a blue 'Sign in' button. A red rectangle highlights the password input field, and a red circle highlights the 'Sign in' button. A callout box with two arrows points to these elements, labeled 'Enter your Password & Click: Sign in'.

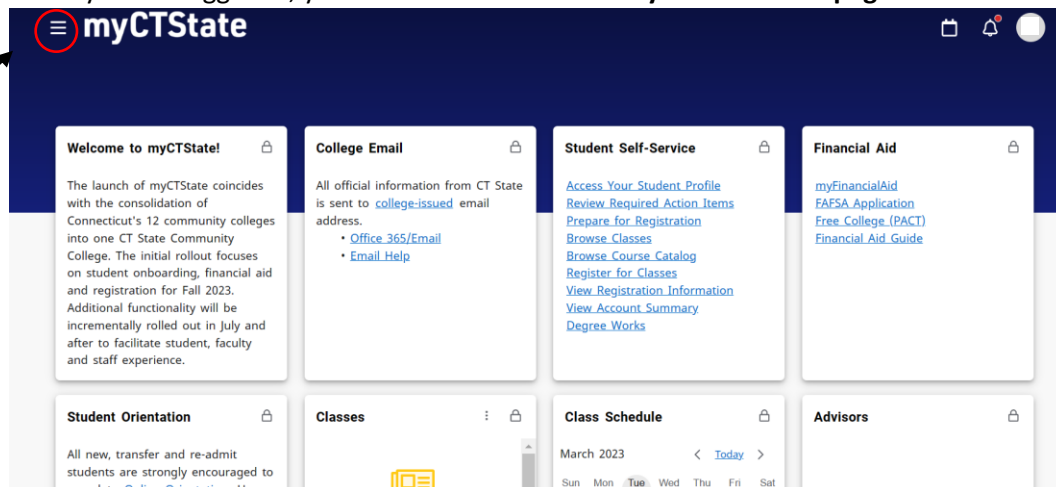
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8. You will be asked if you want to remain signed in.
- Select: Yes or No. *If using a public computer or laptop we recommend selecting No.*



The screenshot shows the 'Login Portal' for CSCU (Connecticut State Colleges and Universities). The user is logged in as 01234567@student.commnet.edu. A prompt asks 'Stay signed in?' with the text 'Do this to reduce the number of times you are asked to sign in.' Below the prompt is a checkbox labeled 'Don't show this again' and two buttons: 'No' and 'Yes'. At the bottom, there is a disclaimer: '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.'

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

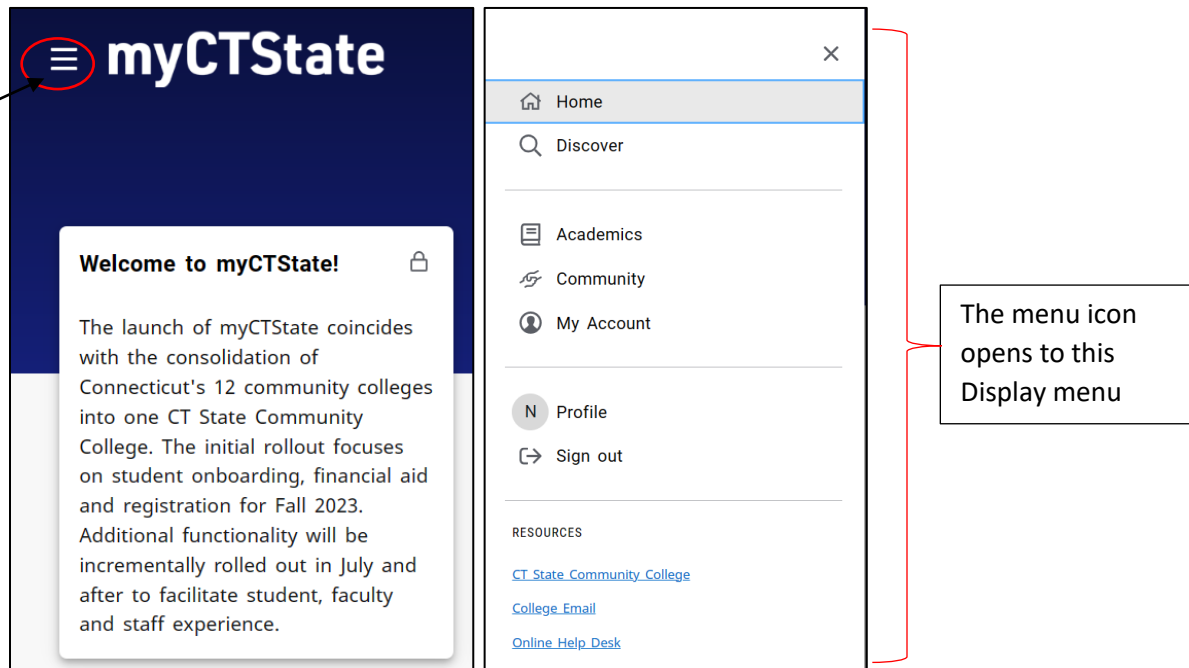


10. There are myCTState tiles related to:

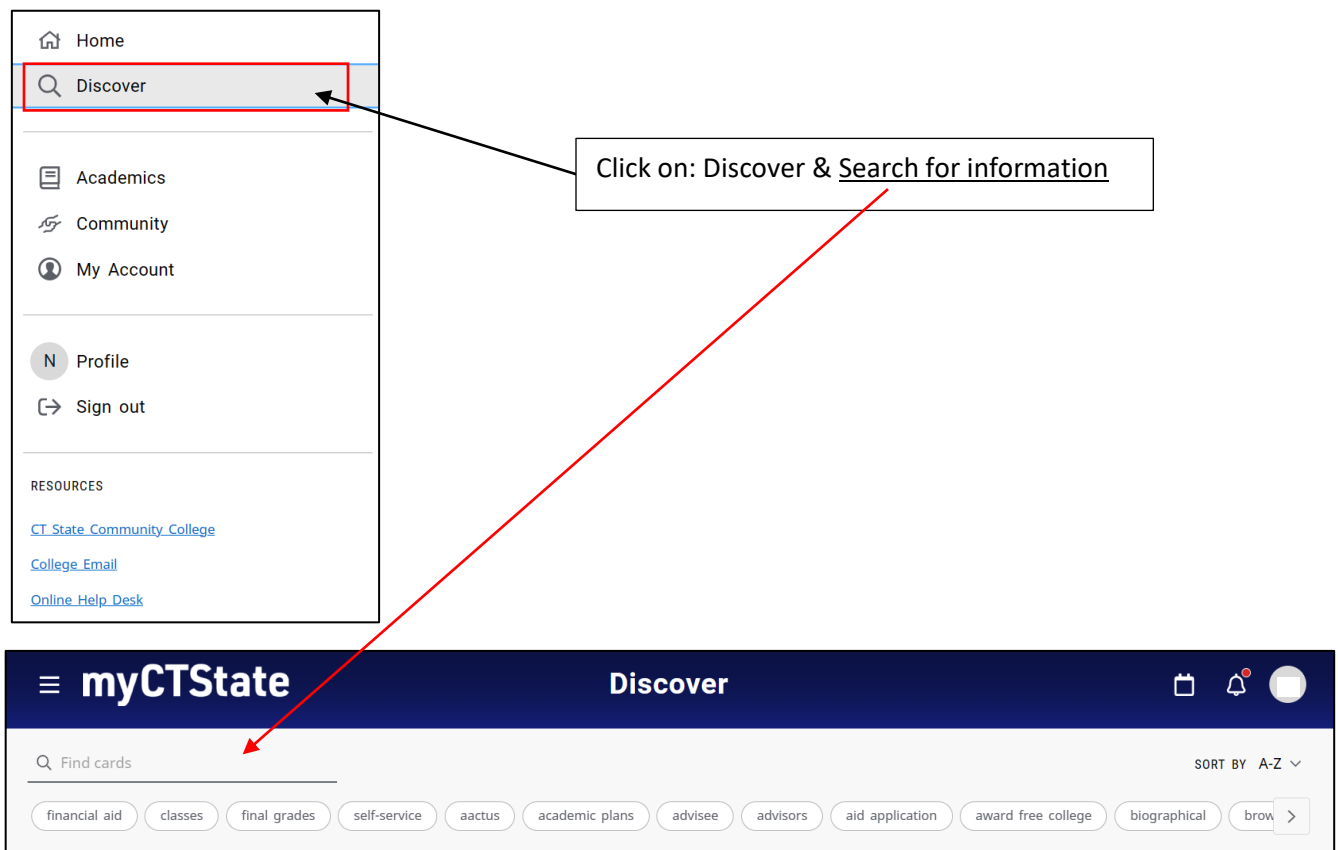
- College Email
- Student Self-Service
- Financial Aid
- Student Orientation
- Classes
- Class Schedule
- Advisors
- And more...

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

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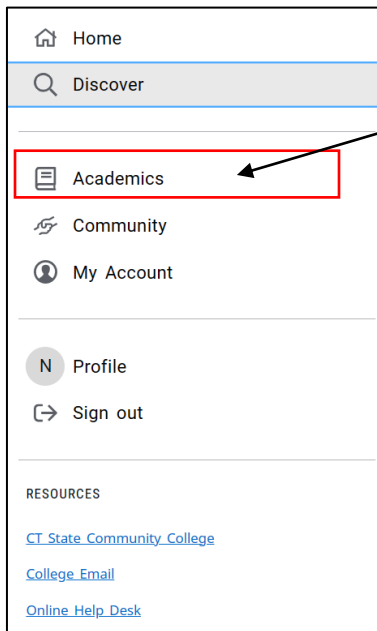
11. Click on **Discover** to search for information within myCTState. You will be able to view additional tiles that may be pertinent to your time at CT State.



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

Click on: Academic & View Academic Information



Academic Information:

Class Schedule

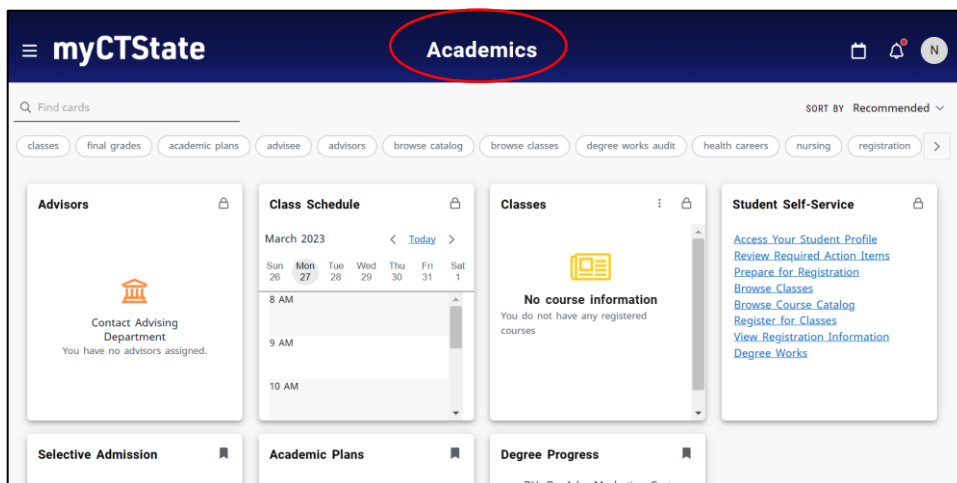
Classes

Student Self-Service

Selective Admissions

Academic Plans

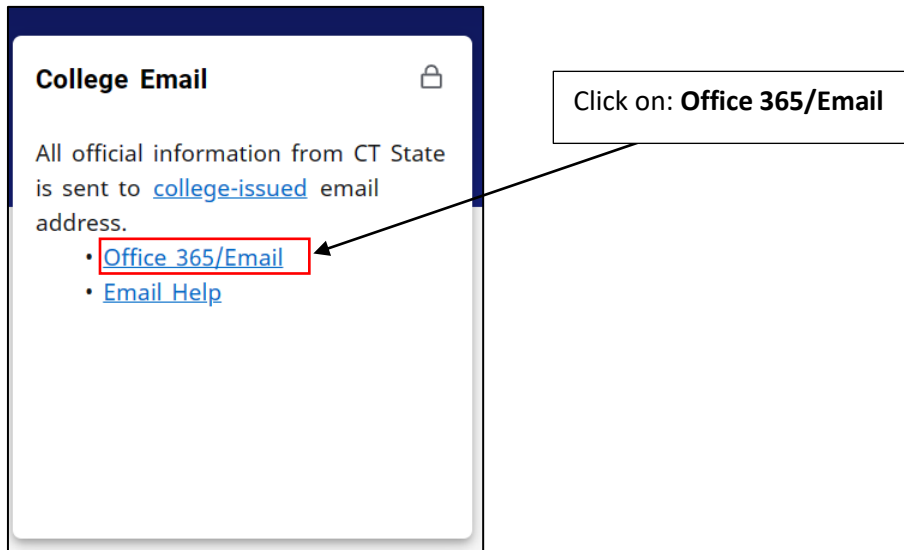
Degree Programs



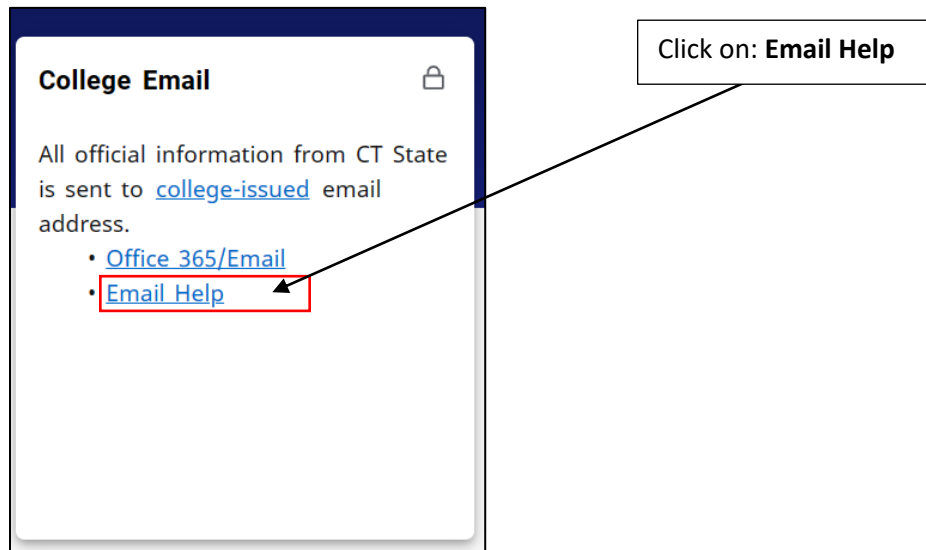
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Email Access to Office 365/Email:

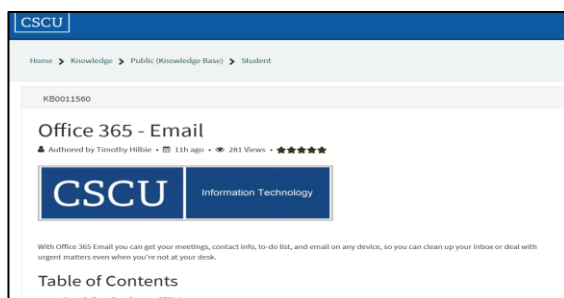
1. Click on the College Email Tile and click on: **Office 365/Email**



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

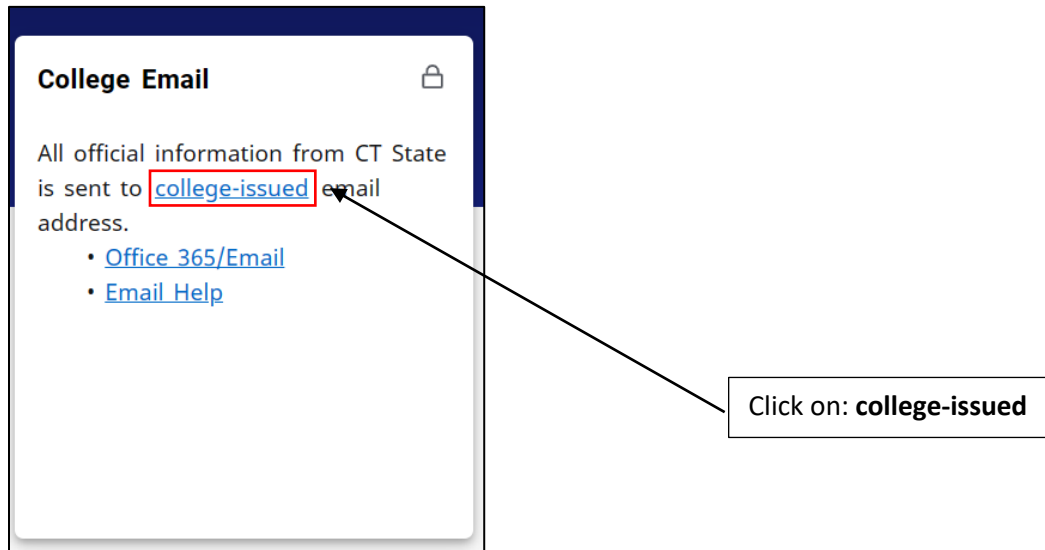


CSCU IT Help Page: [Public - Office 365 - Email \(service-now.com\)](#)





myCTState Login Instructions and How to Access Office 365/Email


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

 College Name ID Number: College email will appear here	Personal Details 		
	First Name -	Middle Name -	Last Name -
	Date of Birth -	Legal Sex -	Preferred First Name -
	Personal Pronoun -	Gender Identification -	

Email 

Connecticut Community Colleges' Student Email (Preferred)
@mail.ct.edu

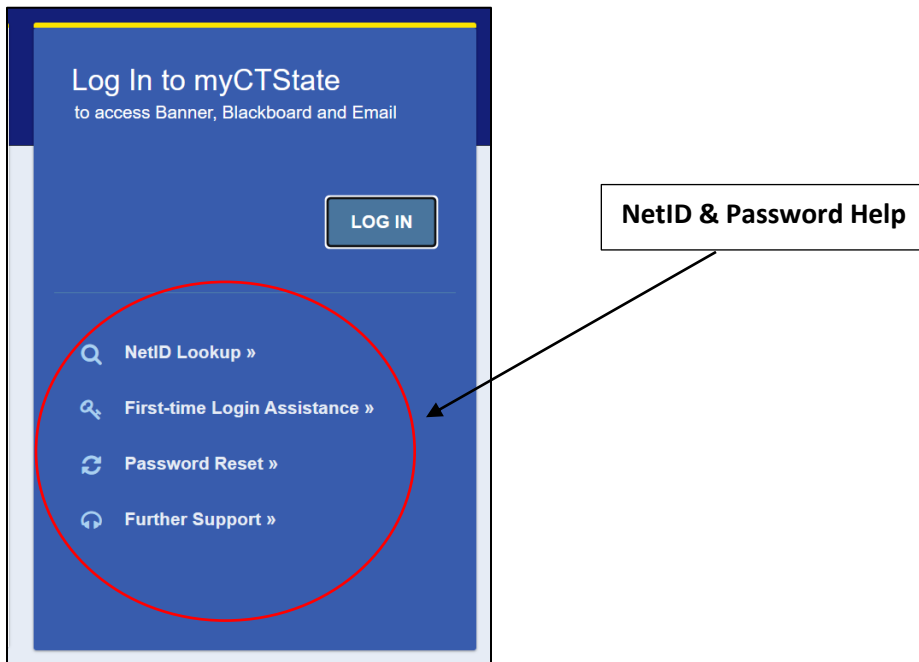
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myCTState Resources:

[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:

