

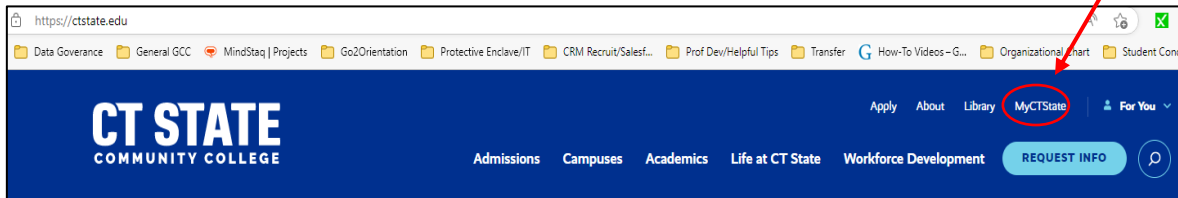
# myCTState Login Instructions and How to Access Office 365/Email

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.

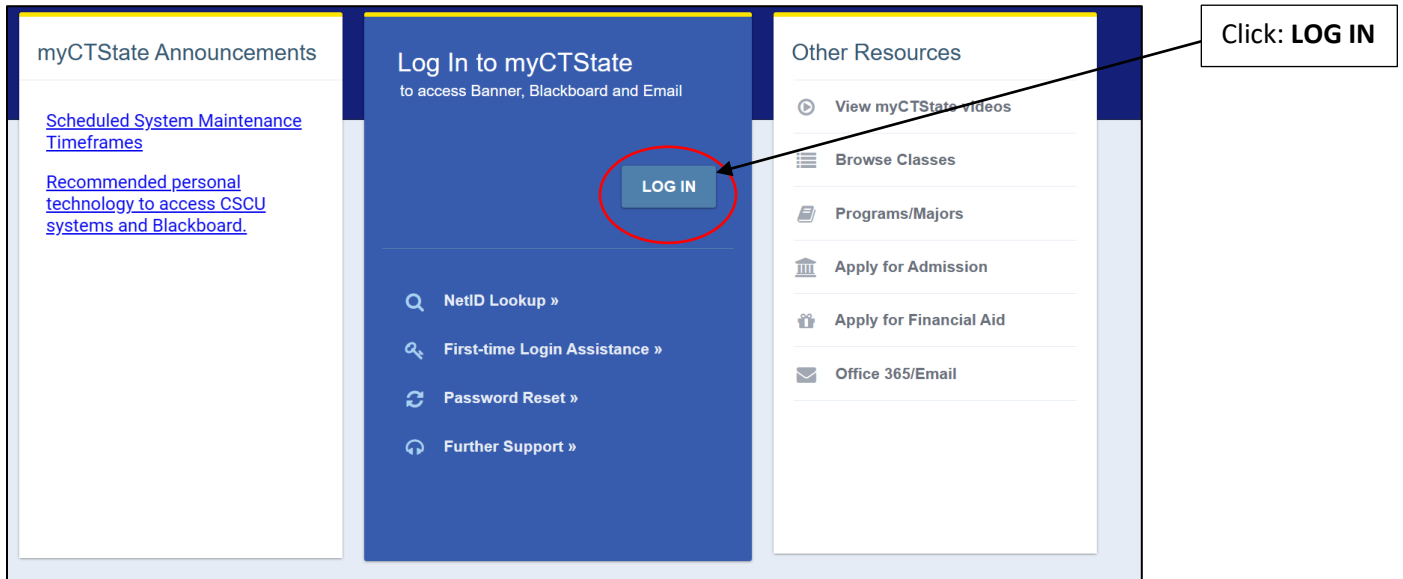
***Disclaimer:*** New content and instructions will continue to be released overtime. i.e. Blackboard

## Steps to log in to myCTState:

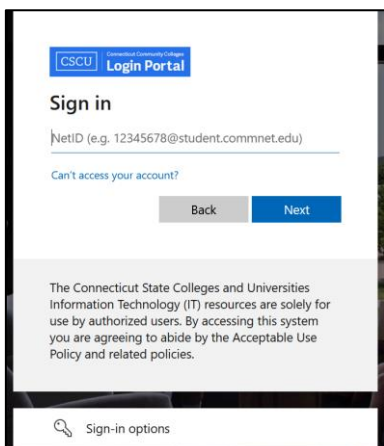
1. Log in to [myCTState](https://my.ctstate.edu)
  - Webpage: <https://my.ctstate.edu> OR visit <https://ctstate.edu> and click on the **MyCTState** icon



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](mailto: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 are 'Back' and 'Next' buttons. A red box highlights the text field and the 'Next' button. Below the main content is a disclaimer and a 'Sign-in options' link.

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

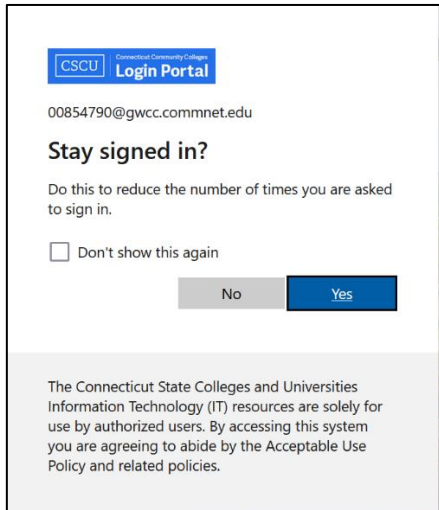
7. Click: **Sign in**

The screenshot shows the 'CSCU Login Portal' with the text 'Enter password' above a password input field. Below the field is a 'Forgot my password' link and a 'Sign in' button. A red box highlights the password field, and a red circle highlights the 'Sign in' button. Below the main content is a disclaimer.

Enter your Password  
& Click: Sign in

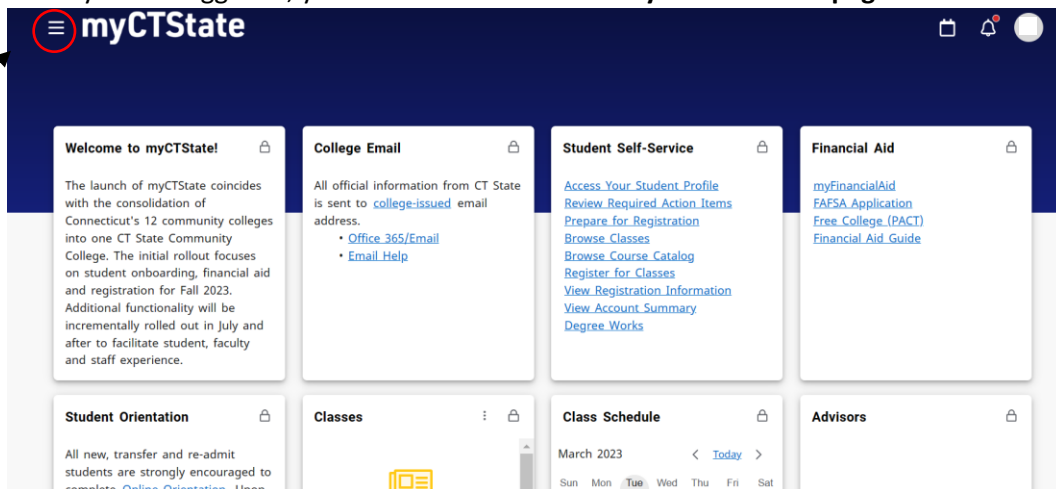
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8. You will be asked if you want to remain signed in.
- Select: Yes or No. *If using a public computer or laptop we recommend selecting No.*



The screenshot shows the 'Login Portal' for CSCU (Connecticut State Colleges and Universities). The user is logged in with the email address 00854790@gwcc.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.' There is a checkbox for 'Don't show this again' which is currently unchecked. Below the checkbox are 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



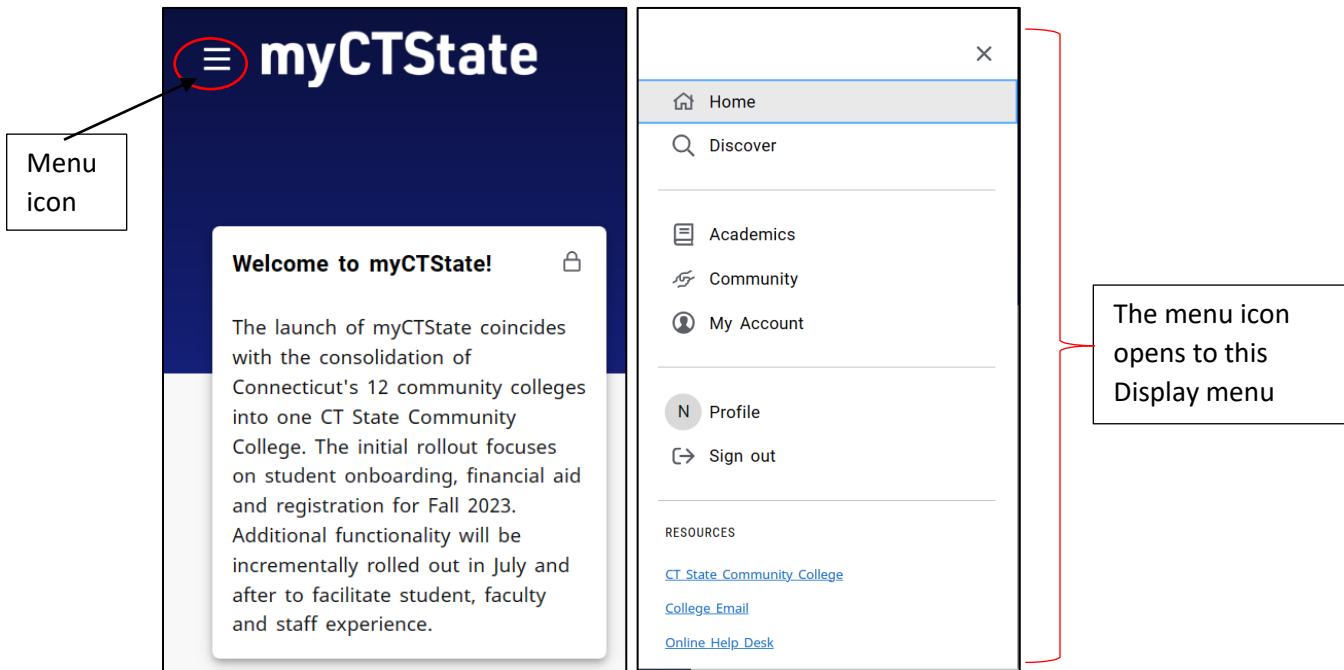
The screenshot shows the myCTState homepage. At the top left, there is a menu icon (three horizontal lines) circled in red. A callout box with an arrow points to this icon, containing the text 'Menu icon: Display menu'. The homepage features a dark blue header with the myCTState logo and navigation icons. Below the header, there are several white tiles with various content: 'Welcome to myCTState!', 'College Email', 'Student Self-Service', 'Financial Aid', 'Student Orientation', 'Classes', 'Class Schedule', and 'Advisors'. The 'Class Schedule' tile shows a calendar for March 2023.

10. There are myCTState tiles related to:

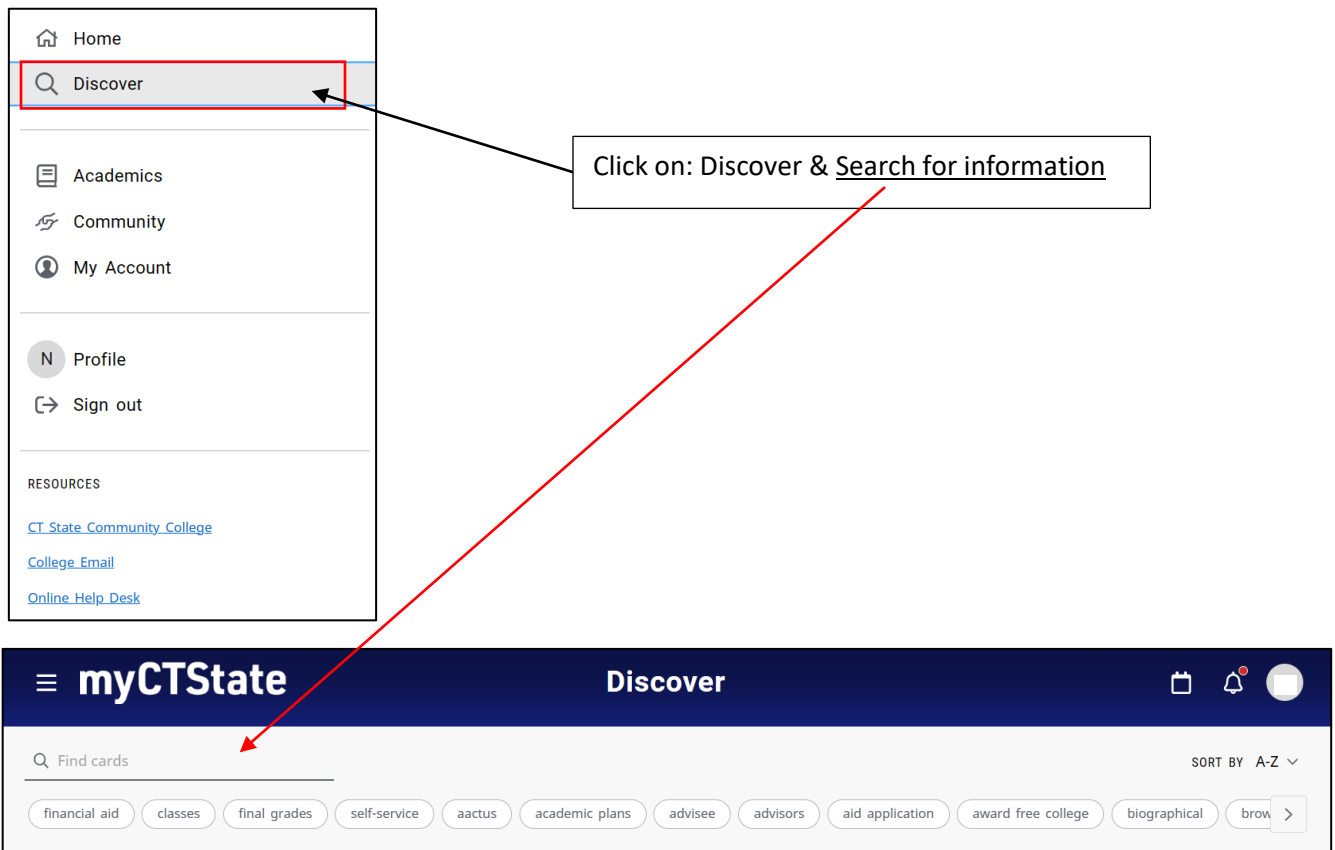
- College Email
- Student Self-Service
- Financial Aid
- Student Orientation
- Classes
- Class Schedule
- Advisors
- And more...

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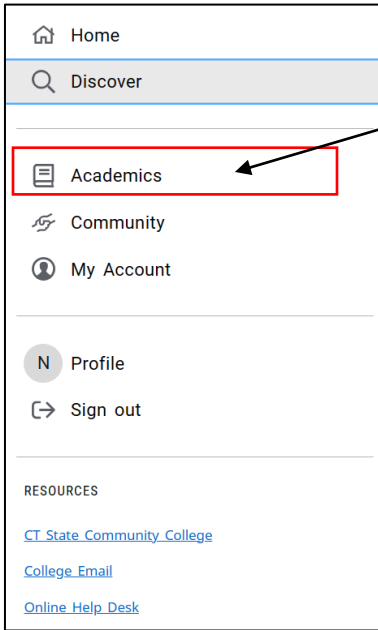
11. Click on **Discover** to search for information within myCTState. You will be able to view additional tiles that may be pertinent to your time at CT State.



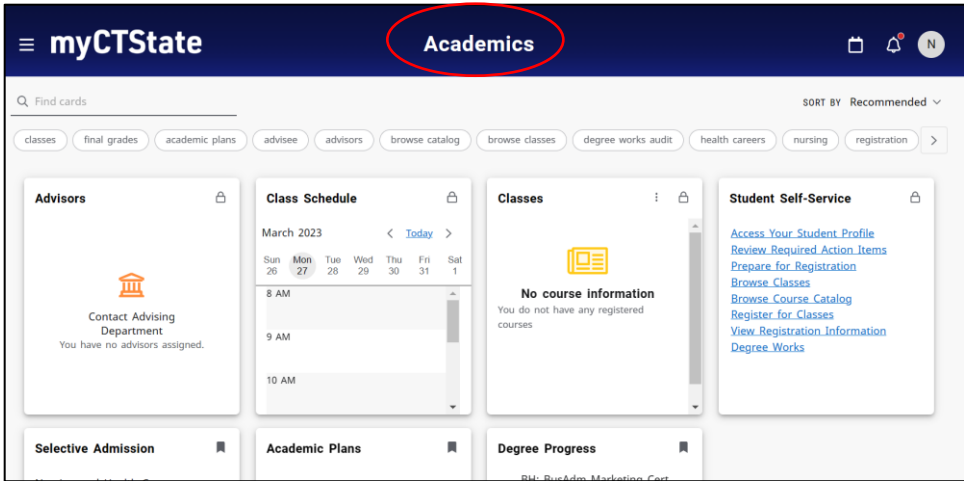
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12. To view your Academic Profile click on: Academics:

Click on: Academic & View Academic Information



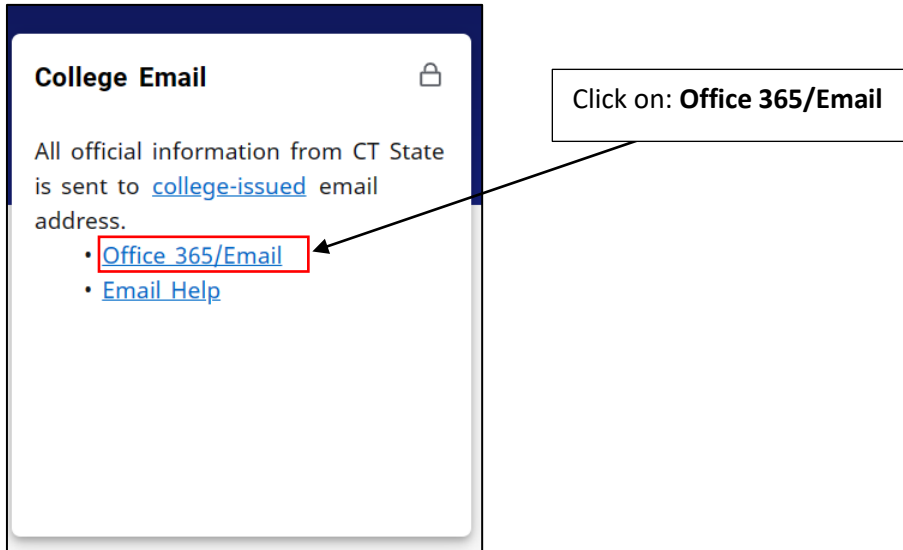
- Academic Information:**
- Class Schedule
  - Classes
  - Student Self-Service
  - Selective Admissions
  - Academic Plans
  - Degree Programs



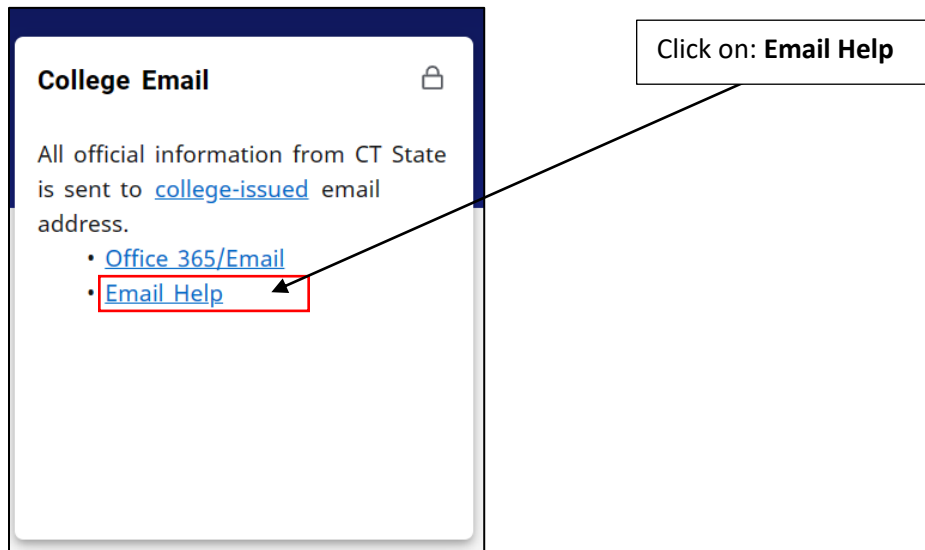
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## Email Access to Office 365/Email:

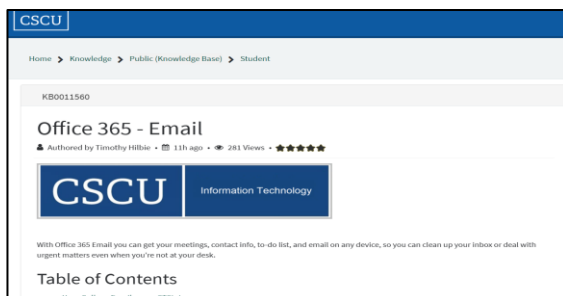
1. Click on the College Email Tile and click on: **Office 365/Email**



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**

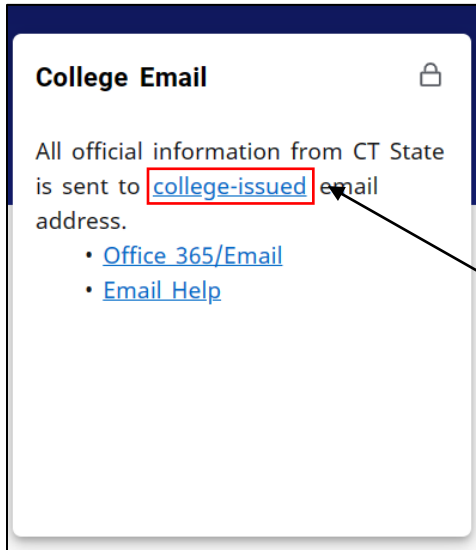


CSCU IT Help Page: [Public - Office 365 - Email \(service-now.com\)](#)



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


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



Click on: **college-issued**

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

Personal Information

 <b>College Name</b> ID Number: <b>College email will appear here</b>	<b>Personal Details</b> <a href="#">Edit</a>		
	<b>First Name</b> -	<b>Middle Name</b> -	<b>Last Name</b> -
	<b>Date of Birth</b> -	<b>Legal Sex</b> -	<b>Preferred First Name</b> -
	<b>Personal Pronoun</b> -	<b>Gender Identification</b> -	
	<b>Email</b> <a href="#">Add New</a>		
	Connecticut Community Colleges' State Email (Preferred) @mail.ct.edu		

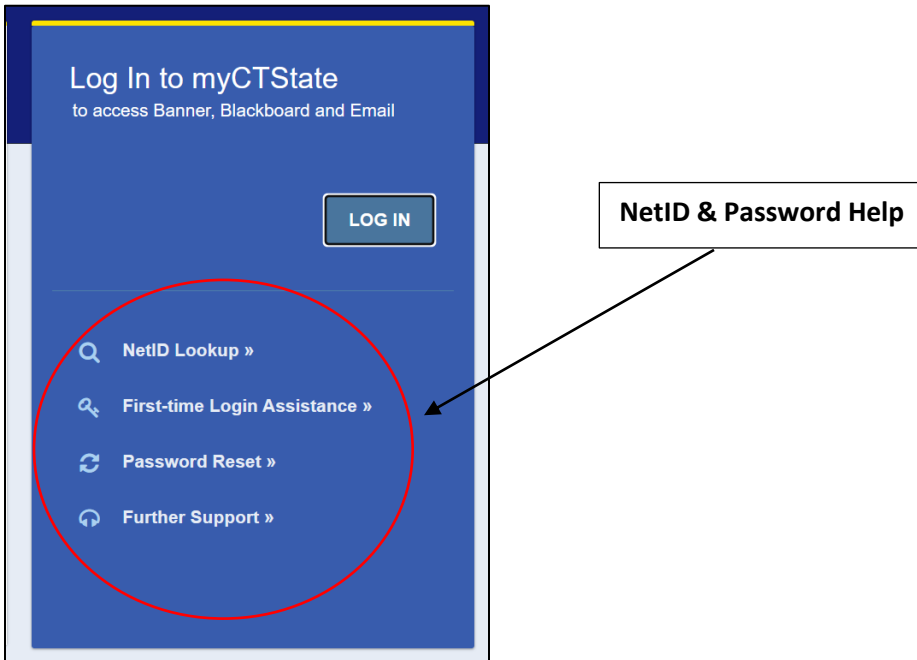
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## myCTState Resources:

[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:

