

How to Login to MyTSU

Step 1: Open your web browser and go to http://mytsu.tnstate.edu. Enter your TSU email, click Next, enter your password, and click sign. You can obtain your email address by going to http://www.tnstate.edu/tnumber to obtain your username and T#. Once you see your username, your email address will be in the form of username@tnstate.edu. If you need assistance with resetting your password, go to http://passwordreset.microsoftonline.com or contact the TSU IT Helpdesk @ 615-963-777.

Sign in jdoe321@tnstate.edu Can't access your account?	Studenttest@tnstate.edu Enter password Forgot my password Sign in
Please enter your Tennessee State University Email	Please enter your Tennessee State University Email
Address and Password	Address and Password

Step 2: After successfully entering your TSU email address and password, click **Yes** when asked to Stay Signed In and then click **Next** when asked for more information.





Step 3: **ON YOUR PC,** select the **Mobile app** option along with **Receive notifications for verification** on the Additional security verification screen. Once these options are selected, click **Set up** and a window with a QR code will appear. Have your phone in hand for the next steps.

Additional security verification	Configure mobile app Complete the following steps to configure your mobile app.
Secure your account by adding phone verification to your password. View video to know how to secure your account	1. Install the Microsoft authenticator app for Windows Phone, Android or iOS. 2. In the app, add an account and choose "Work or school account". 3. Scan the image below.
Step 1: How should we contact you? Mobile app Authentication phone e app? Receive notifications for verification Use verification code To use these verification methods, you must set up the Microsoft Authenticator app.	If you are unable to scan the image, enter the following information in your app. Code Urt https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/995109758 If the app displays a six-digit code, choose "Next".
Set up Mobile app has been configured.	Next cancel

Step 4: ON YOUR PHONE, download the **Microsoft Authenticator app**. Once installed, open the app and click "I Agree" regarding the privacy statement. On the next screen click "Skip" in the top right corner to arrive at the "ready to add your first account" screen.

	▲ App Store	• App Store	≡ Authenticator +
	Your privacy matters	Peace of mind for your digita life Secure your accounts with multi-actor authentication.	Ready to add your first account?
Microsoft Authenticator Protects your online identity	We collect required diagnostics to keep the app secure and updated. This does not include your name or any sensitive data. We also collect optional usage data to improve your app experience. You can opt out of sharing optional usage data anytime	🐂 Sign in with Micy soft	Add account
A star with the	from app settings.	Add work or school account	Already have a backup? Bign in to your recovery account. Begin recovery
- Jainven -	Privacy statement	Restore from backup	Authenticator Pessands

Step 5: **ON YOUR PHONE,** open the **Microsoft Authenticator** app that you downloaded in Step 4, click **Add Account** and click **OK** allow camera access (Pic 1 & 2), then select **Work or School Account** and select **Scan QR code** (Pic 3). The **Scan QR code with the blue box** will appear (Pic 4). Align the QR code on your PC screen (Window from Step 4) with the blue square on your phone (Pic 4). When successful, the QR scan box will turn green and your TSU account will be added to your phone.

Office of Technology Services LOCATION Davis Humanities Bldg. • PHONE 615-963-5000 • WEB www.tnstate.edu/cit • ADDRESS 3500 John A. Merritt Blvd.



■ Authenticator +	≡ Authenticator +	< Add account	K Scan QR code	< Scan QR code
Ready to add your first account?	Ready to add your first account?	WHAT KIND OF ACCOUNT ARE YOU ADDING? Personal account Work or school account Other (Borge, Facebook, etc.)	Your account provider will display a QR code	Your account provider will display a QR code
A ₊	*Authenticator* Would Like to Access the Camera Mrp be needed to scale Officiate To add a leve account Don't Allow OK	Add work or school account Sign in Scan QR code		
Aiready have a hachup? Bign in to your recovery account.	Already have a backup? Sign in to your recovery account.	Pic 3	Or enter code manually Pic 4	Or enter code manually Pic 5
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Step 6: ON YOUR PHONE, make sure to **Allow** notifications for the MS Authenticator. Your phone should now display your TSU email address on your MS authenticator app. **On your PC**, click **Next** on the Configure Mobile App window. You will return to the **Additional Verification Screen**.



Step 7: ON YOUR PC, click **Next** on the **Additional Security Verification Screen**. On the **Additional Security Verification Screen** (Pic 1), it will test that your phone synched with your TSU MFA account by asking you to **Approve** your attempted sign-in request on your phone (Pic 2). Click **Approve** on your phone. Click **Done** on the Additional Security Verification Screen (Pic 3).



		Additional security verification
	Tennessee State University studenttest@my.tnstate.edu	Secure your account by adding phone verification to your password. Were vident to know how to secure your account Step 3: In case you lose access to the mobile app United States (-1) State 2003.0033
Additional security verification	Pic 2	Pic 3
Secure your account by adding phone verification to your password. View video to kn Step 2: Let's make sure that we can reach you on your Mobi :::: Please respond to the notification on your device. Pic 1	Approve sign-in? Tennessee State University studenttest@my.tnstate.edu Deny Approve	

Success! You should now have access to your MyTSU dashboard. The most essential components will be checking your email by click **Office 365** or registering for classes, checking financial aid, approving your leave time, or other resources located in **Banner Services**.

Time Reporting		Unread Messages	•
Preferences Leave Report User Services Director, 109210-00 - WTE Information Technology, W40100	ן א	You Have O Unread Messages Office 365	Click on Office 365 to check email.
Monthly Web Time Entry - 9, Due Date : Aug 17, 2021 Monthly Web Time Entry - 7, Due Date : Jul 21, 2021 More		Staff Applications	Pappar Sanicas to Pogistar for
Time Approval		Banner Services People Admin - HR System	classes, check grades, financial aid,
Preferences Update Approval Proxies	L	CBMS - Events Management System TMA - Facility Work Request	nousing, etc.
		Tiger\$hoppe / SciQuest	