



TENNESSEE
STATE UNIVERSITY





Office of
Technology Services

GETTING ONLINE AT TSU

Excellence
is our Habit!

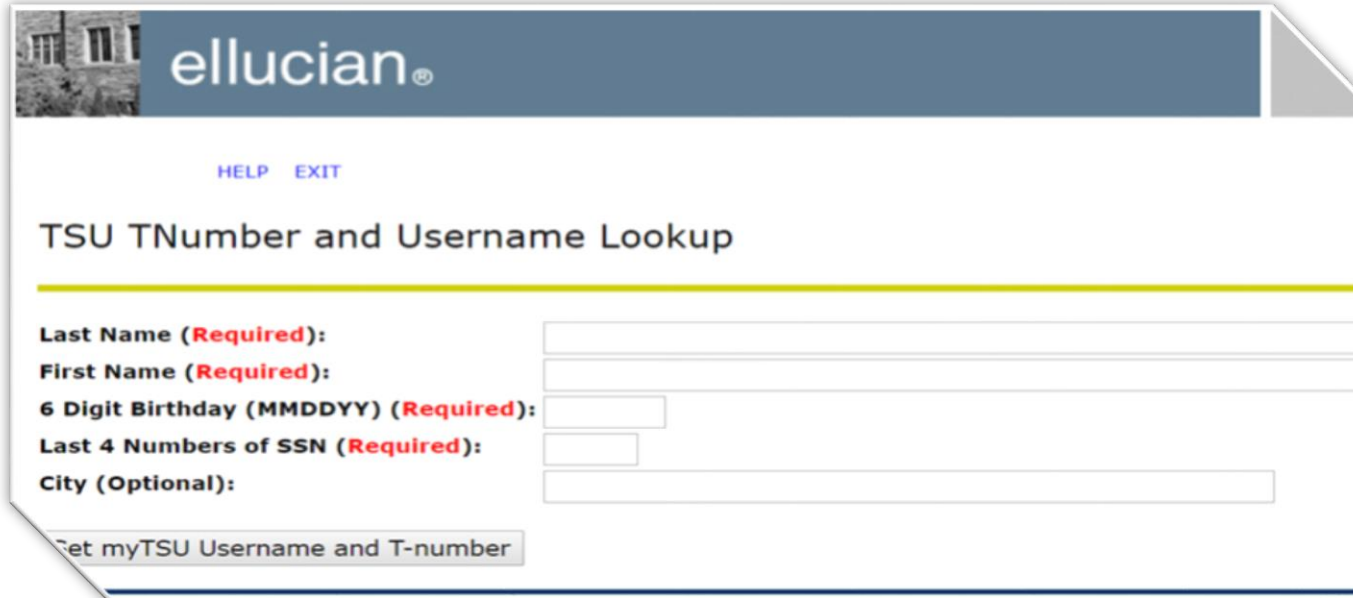
OVERVIEW

Here at TSU, you have **one** username and **one** password for all your accounts:

-  **Network** – Windows/Mac login for Campus Computers
-  **myTSU** – Your personal online portal
-  **Microsoft Office365** – Access to your TSU student email
-  **Elearn** – Your online portal for TSU web courses

USERNAME & T-NUMBER LOOKUP

If you are a first time user, navigate to www.tnstate.edu/tnumber to look up your login credentials:



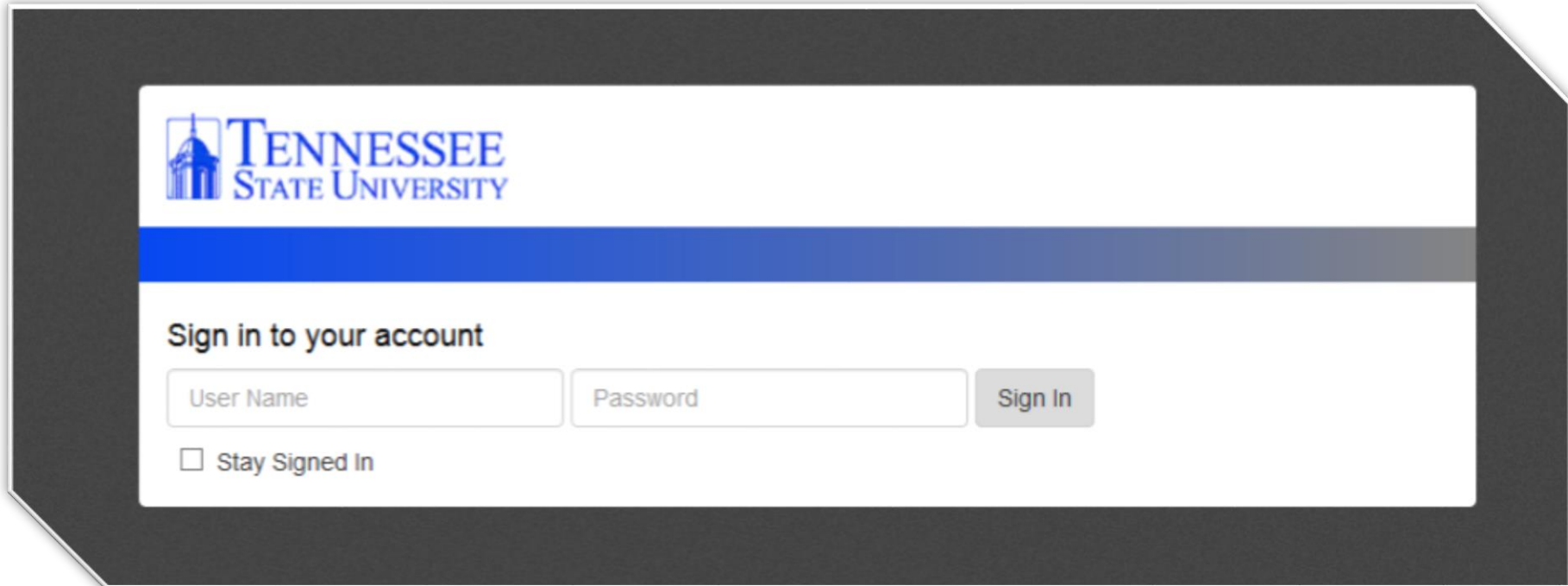
The screenshot shows the 'ellucian' logo at the top left. Below it are links for 'HELP' and 'EXIT'. The main heading is 'TSU TNumber and Username Lookup'. The form contains five input fields with labels: 'Last Name (Required):', 'First Name (Required):', '6 Digit Birthday (MMDDYY) (Required):', 'Last 4 Numbers of SSN (Required):', and 'City (Optional):'. At the bottom is a button labeled 'Get myTSU Username and T-number'.


Be sure to enter in the required information (**last name, first name, date of birth and last 4 digits of SSN***)

*International Students who do not have a SSN, be sure to contact the Help Desk for assistance

MYTSU LOGIN

For your myTSU portal, navigate to mytsu.tnstate.edu and use your username & password:

A screenshot of the myTSU login page. The page features the Tennessee State University logo at the top left. Below the logo is a blue horizontal bar. Underneath the bar, the text "Sign in to your account" is displayed. There are two input fields: "User Name" and "Password". To the right of the "Password" field is a "Sign In" button. Below the input fields is a checkbox labeled "Stay Signed In".

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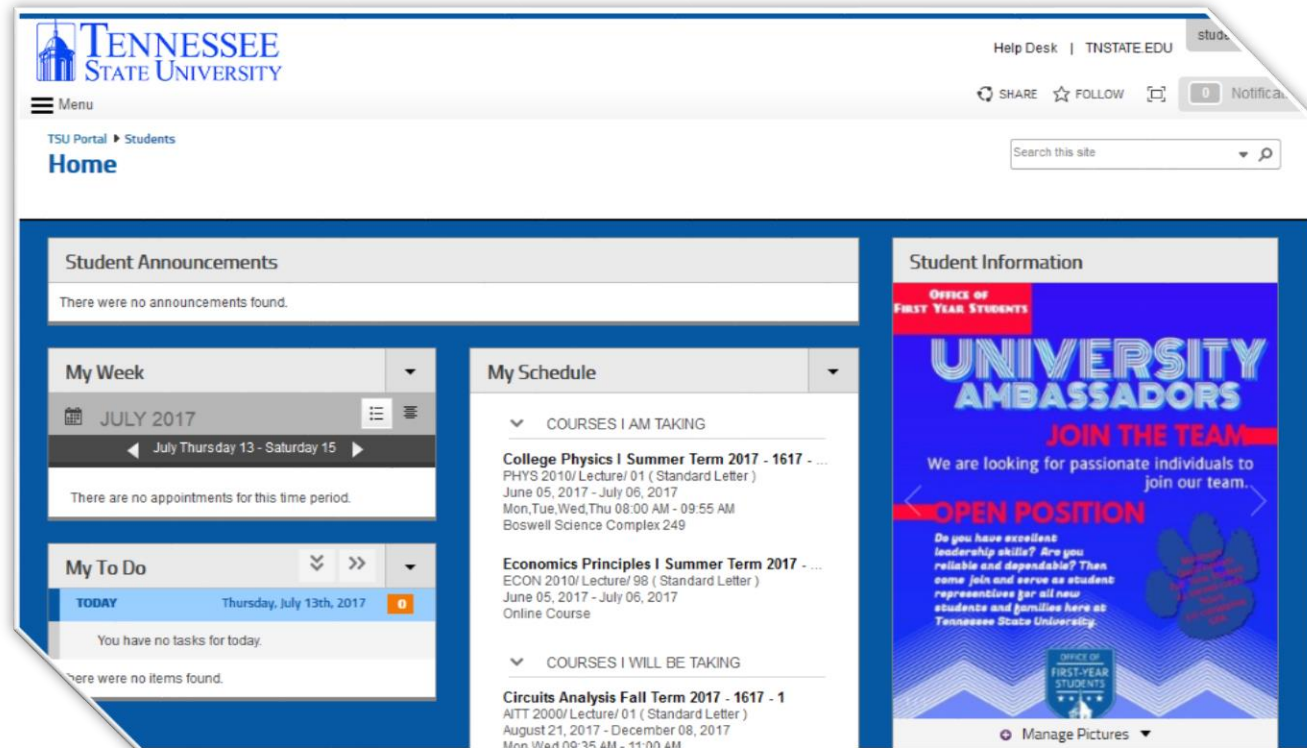
Sign in to your account

User Name Password Sign In

☐ Stay Signed In

MYTSU HOME VIEW

In myTSU, you'll have access to many student portals like student email, Financial Aid & Elearn



The screenshot displays the myTSU Home View interface. At the top, the Tennessee State University logo is on the left, and navigation links for 'Help Desk' and 'TNSTATE.EDU' are on the right. Below the logo is a 'Menu' button. The main header area includes 'TSU Portal' and 'Students' links, a 'Home' button, and a search bar labeled 'Search this site'. The interface is divided into several sections: 'Student Announcements' (stating 'There were no announcements found.'), 'My Week' (showing 'JULY 2017' and 'July Thursday 13 - Saturday 15' with a message 'There are no appointments for this time period.'), 'My To Do' (showing 'TODAY Thursday, July 13th, 2017' with a message 'You have no tasks for today.'), 'My Schedule' (listing 'COURSES I AM TAKING' and 'COURSES I WILL BE TAKING'), and 'Student Information' (featuring a 'UNIVERSITY AMBASSADORS' banner with the text 'JOIN THE TEAM' and 'We are looking for passionate individuals to join our team.'). The banner also mentions 'OPEN POSITION' and 'Do you have excellent leadership skills? Are you reliable and dependable? Then come join and serve as student representatives for all new students and families here at Tennessee State University.' At the bottom right of the banner is a 'Manage Pictures' link.

ELEARN LOGIN

For your Elearn portal, navigate to elearn.tnstate.edu and use your username & password:

Welcome to eLearn @ Tennessee State University

Log in to view your courses, explore tools and features, and customize your eLearning experience.

[EXTERNAL REGISTRATION](#)

Username *

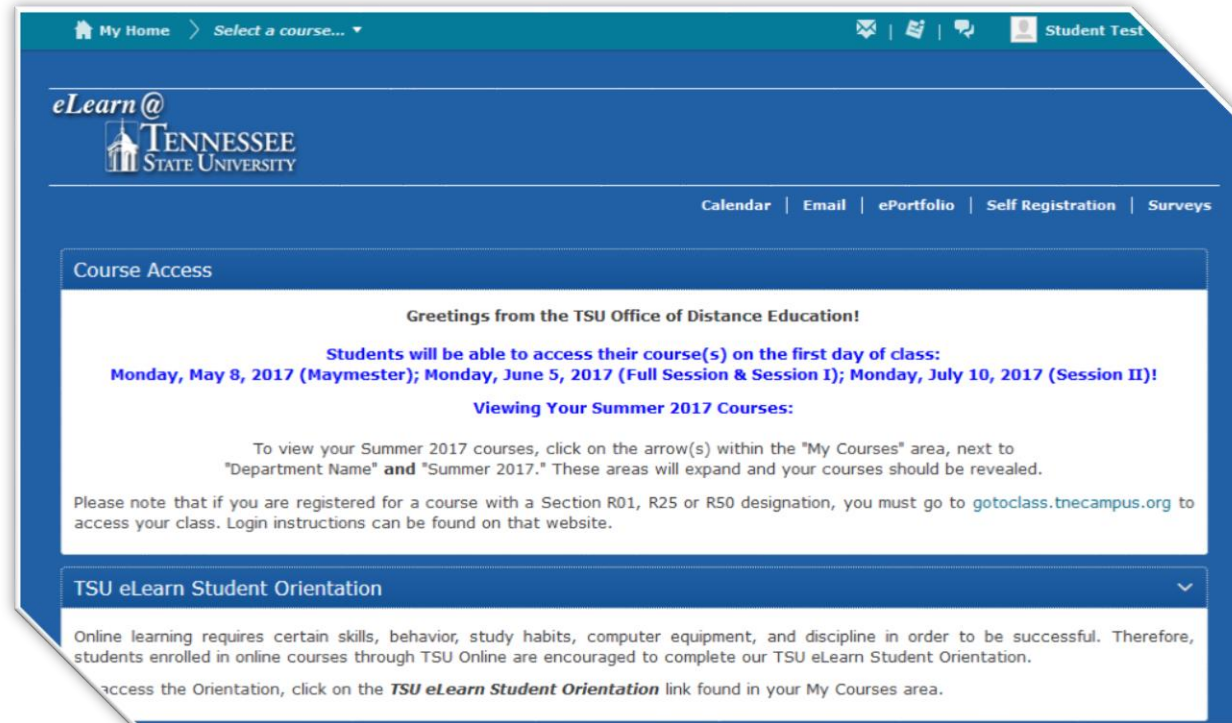
Password *

Log In



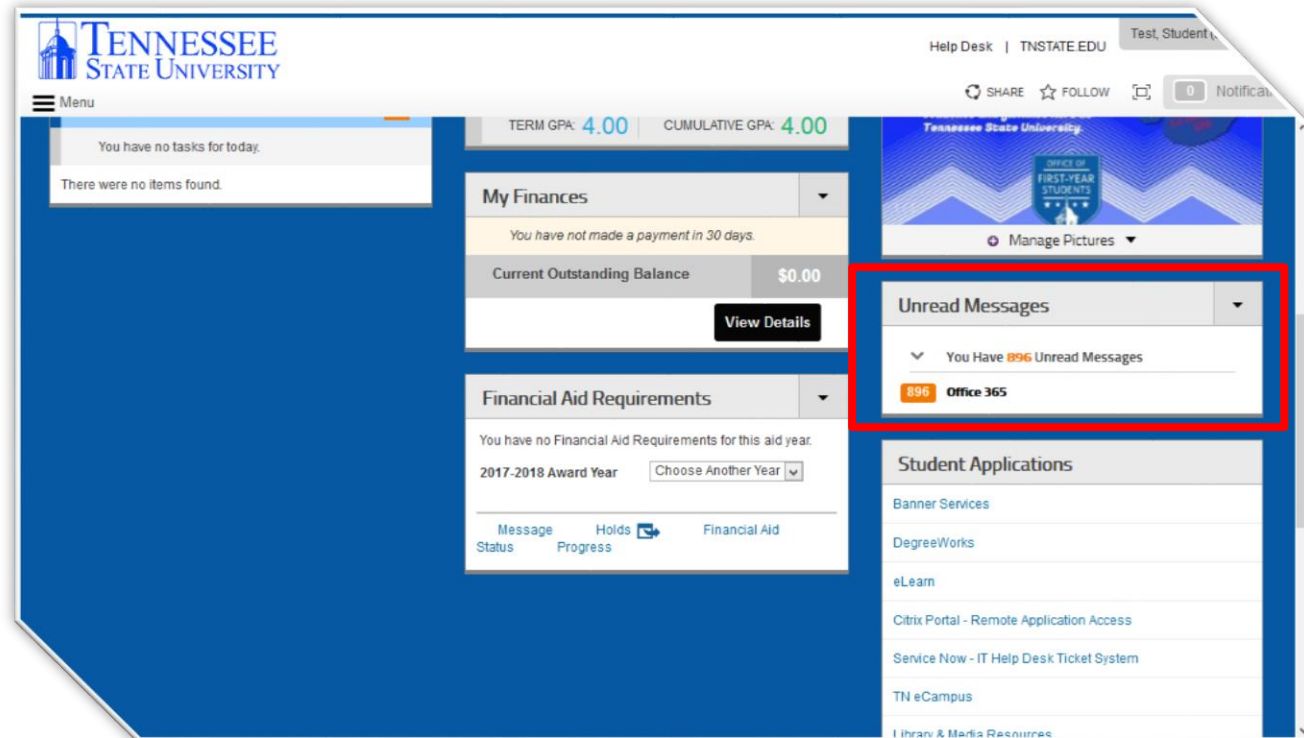
ELEARN HOME VIEW

In Elearn, you can access TSU online courses and online modules (syllabus, assignments, etc.):



MICROSOFT OFFICE365 LOGIN

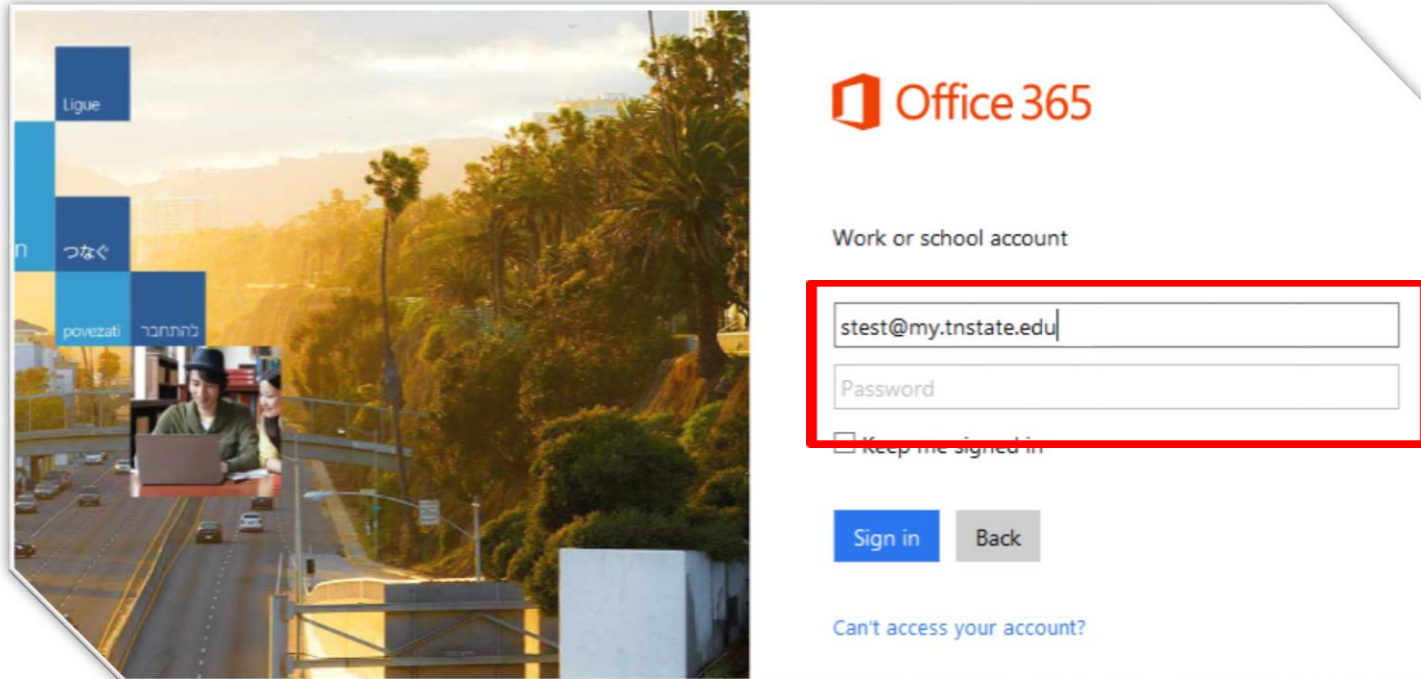
For student email, click the link within your myTSU account, or navigate to login.microsoftonline.com



The screenshot displays the myTSU student portal interface. The top navigation bar includes the Tennessee State University logo, a menu icon, and links for Help Desk, TNSTATE.EDU, and Test, Student. The main content area is divided into several sections: a 'You have no tasks for today' message, a 'My Finances' section showing a current outstanding balance of \$0.00, and a 'Financial Aid Requirements' section. On the right side, there is a 'Unread Messages' section, which is highlighted with a red box. This section shows 'You Have 896 Unread Messages' and a link to '896 Office 365'. Below this, there is a 'Student Applications' section with links to Banner Services, DegreeWorks, eLearn, Citrix Portal, Service Now, TN eCampus, and Library & Media Resources.

MICROSOFT OFFICE365 LOGIN (CONT'D.)

You will be taken to a page that asks for a username; enter your **TSU** email address: username@my.tnstate.edu



Office 365

Work or school account

stest@my.tnstate.edu

Password

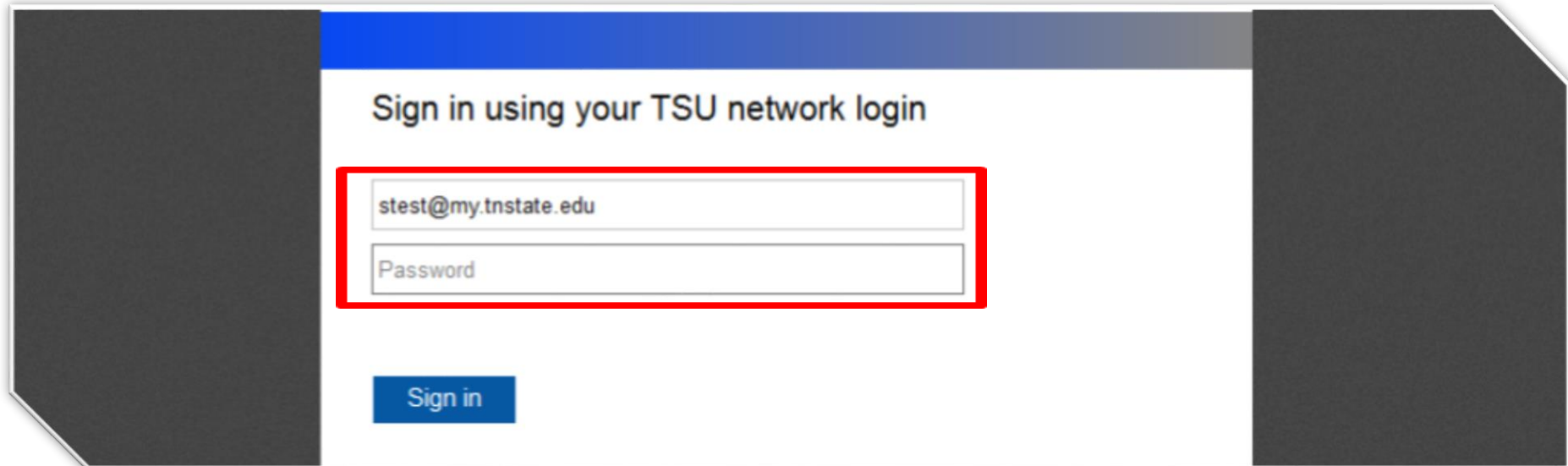
☐ Keep me signed in

Sign in Back

[Can't access your account?](#)

MICROSOFT OFFICE365 LOGIN (CONT'D.)

Once you click into the password field, you will be redirected to another login page (your email address will already be in the username field). Here is where you enter your **password** (the same one for myTSU, Elearn, etc.):



Sign in using your TSU network login

stest@my.tnstate.edu

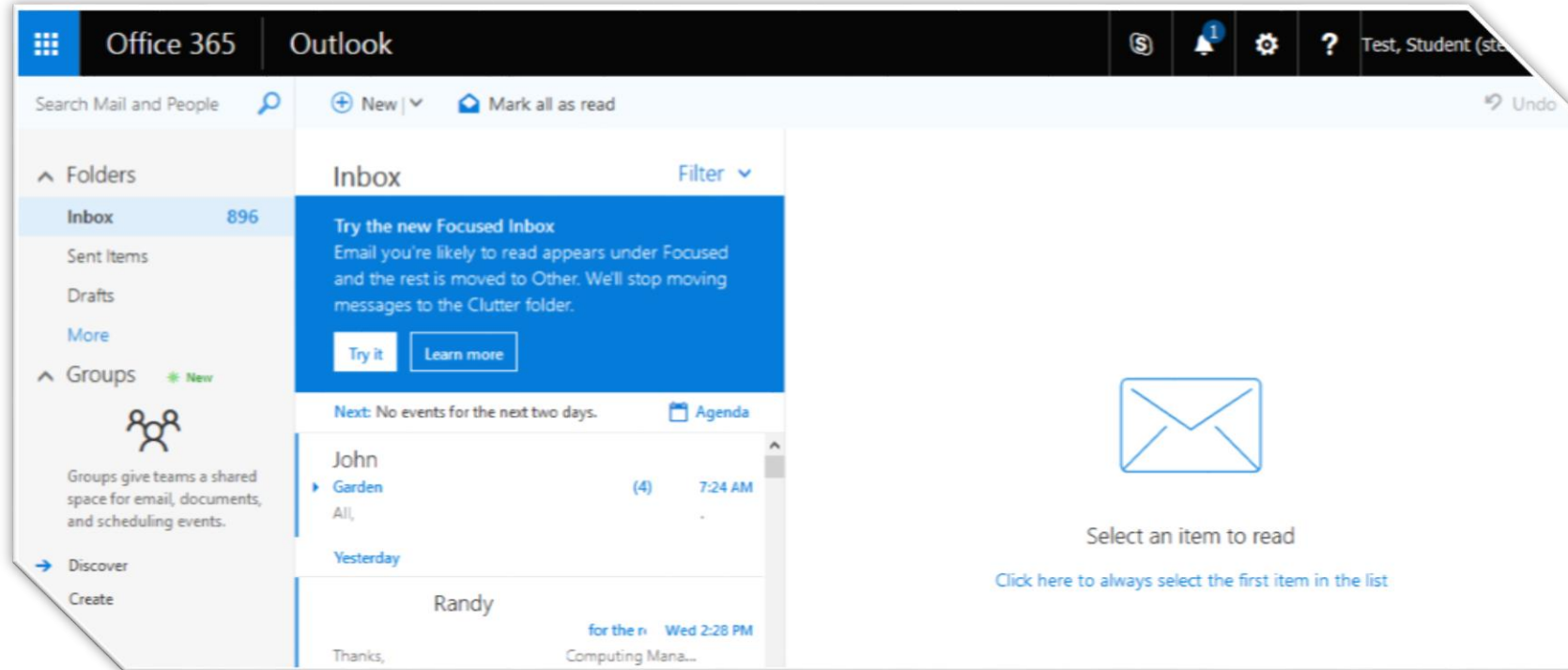
Password

Sign in

Tip: For mobile access, be sure to download the Microsoft Outlook app on your Apple or Android device!

MICROSOFT OFFICE365 HOME VIEW

Now, you have access to all University Communications as well as instructor correspondence:



NEED ASSISTANCE?

If you are still having issues locating your login information or accessing any of these TSU portals, please free to contact the OTS Help Desk directly; we would be happy to help you!

 **Where Are We?** – Davis Humanities Building, Room 027

 **Phone Number?** – 615 ° 963 ° **7777** (lines are open 24/7)

 **Email Address?** – helpdesk@tnstate.edu



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GO BIG BLUE!

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