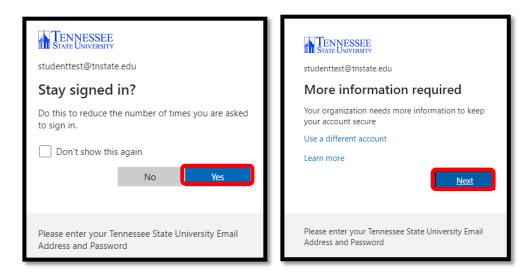


## How to Login to MyTSU

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

Sign in         jdoe321@tnstate.edu         Can't access your account?	Constant Conversion of the state of the stat
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.

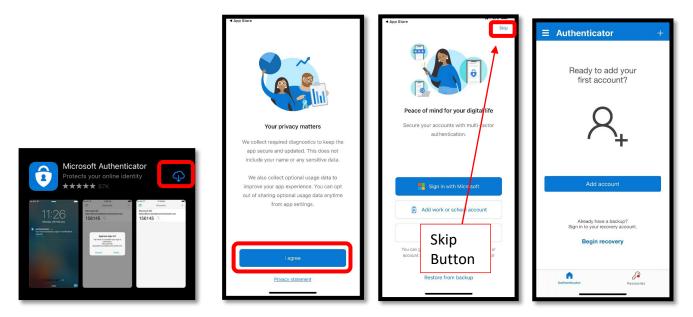




**Step 3**: **ON YOUR PC,** select the **Mobile app** option along with **Receive notifications for verification** on the Additional security verification screen. Once these options are selected, click **Set up** and a window with a QR code will appear. Have your phone in hand for the next steps.

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	Complete the following steps to Compute your modile app. 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 Mobile app Receive notifications for verification Use verification code	If you are unable to scan the image, enter the following information in your app. Code Uri: https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/995109758
To use these verification methods, you must set up the Microsoft Authenticator app.           Set up         Mobile app has been configured.	If the app displays a six-digit code, choose "Next". 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.



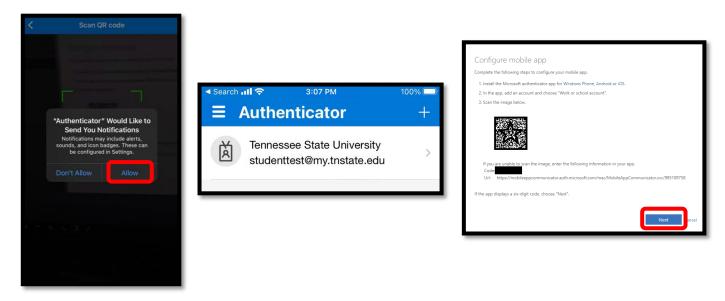
**Step 5**: **ON YOUR PHONE,** open the **Microsoft Authenticator** app that you downloaded in Step1, click **Add Account** and click **OK** allow camera access (Pic 1 & 2), then select **Work or School Account** and select **Scan QR code** (Pic 3). The **Scan QR code with the blue box** will appear (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.



<b>≡</b> Authenticator +		< Add account	< Scan QR code	K 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           Q Other (Google, Facebook, etc.)	Your account provider will display a QR code	Your account provider will display a QR code Control on the second secon
	*Authenticator* Would Like to Access the Camera May be indeed to social Of code to add a new account Don't Alow OK	Add work or school account Sign in Scan QR code		
Afreedy have a backup? Sign in to your recovery account. Pice 1	Almosty have a backup? Sign in by your recovery account. Pic 2	Pic 3	Or enter code manually Pic 4	Or enter code manually Pic 5

**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. View video to know how to secure your account Step 3: In case you lose access to the mobile app Unded States (+1)  20(3) 20(3) 20(3) 20(3)
			Pic 3
Additional security verification	Pic 2		Your phone numbers will only be used for account security. Standard beinghone and 555 charges will apply.
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	Approve sign-in? Tennessee State University studenttest@my.tnstate.edu		
Pic 1	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 Monthly Web Time Entry - 9, Due Date : Aug 17, 2021	Click on Office 365 to check em	nail.
Monthly Web Time Entry - 7, Due Date : Jul 21, 2021 More	Staff Applications Banner Services to Register for	
Time Approval	People Admin - HR System classes, check grades, financial a housing, etc.	aid,
Update Approval Proxies	TMA - Facility Work Request	
	Tiger\$hoppe / SciQuest	