# 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 https://passwordreset.microsoftonline.com or contact the TSU IT Helpdesk @ 615-963-7777.



**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.

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

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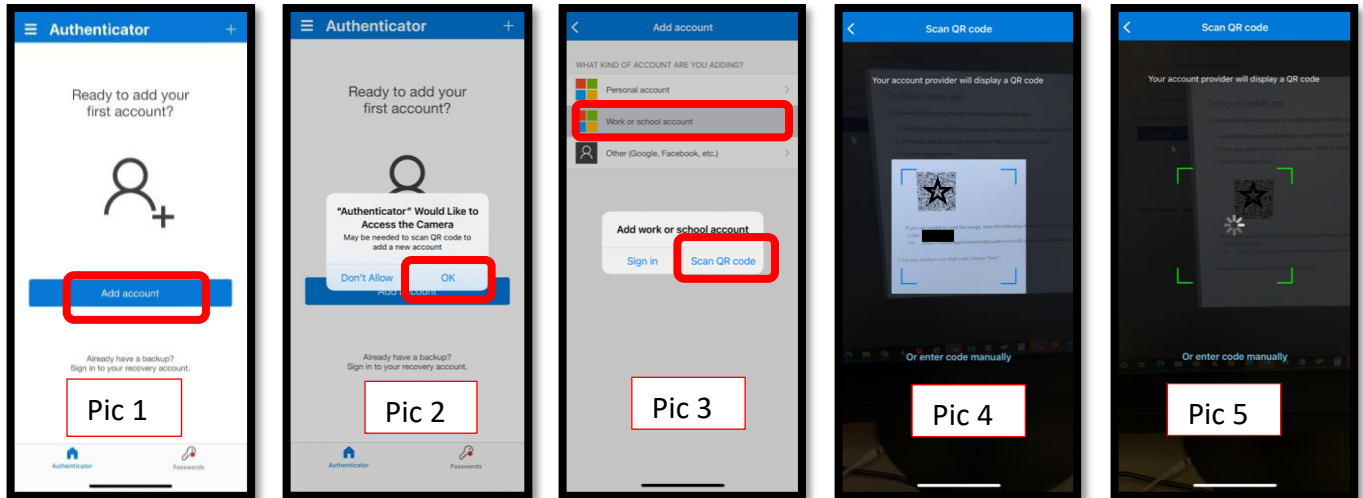
**Step 3**: **ON YOUR PC,** select the **Mobile app** option along with **Receive notifications for verification** on the Additional security verification screen. Once these options are selected, click **Set up** and a window with a QR code will appear. Have your phone in hand for the next steps**.**
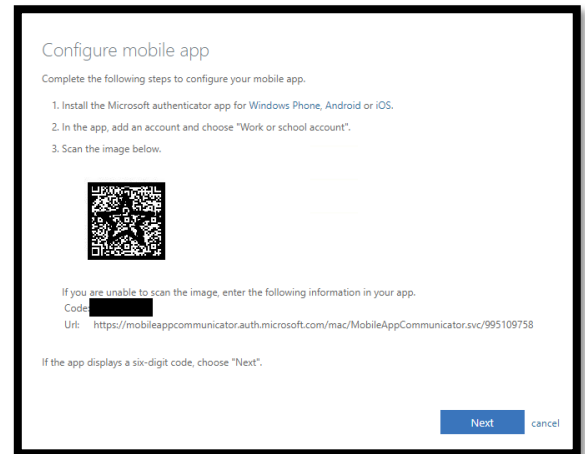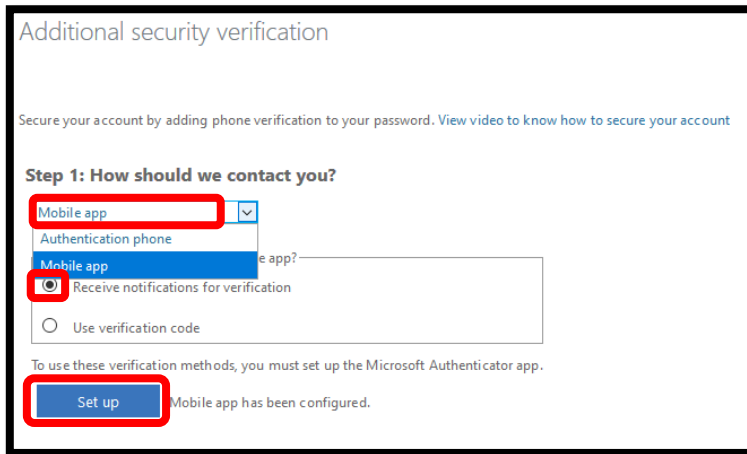


**Step 4: ON YOUR PHONE,** download the **Microsoft Authenticator app**. Once installed, open the app and click "I Agree" regarding the privacy statement. On the next screen click "Skip" in the top right corner to arrive at the "ready to add your first account" screen.
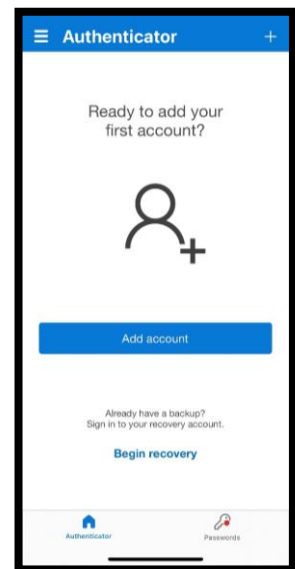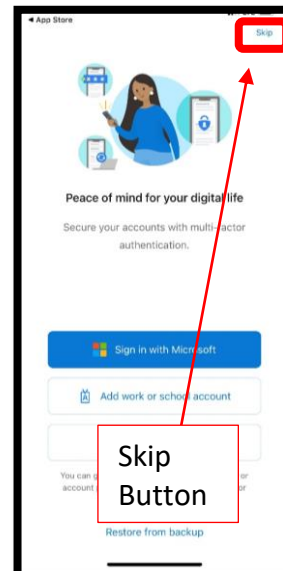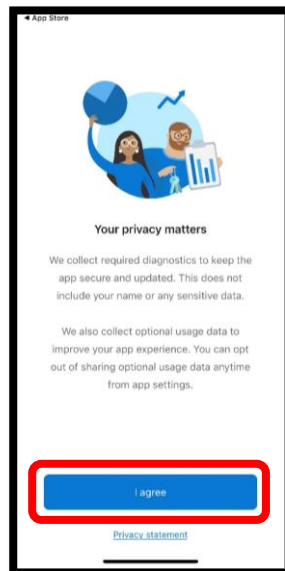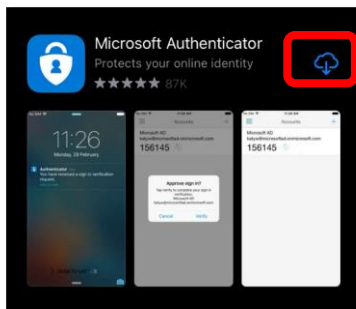


**Step 5**: **ON YOUR PHONE,** open the **Microsoft Authenticator** app that you downloaded in Step 4, click **Add Account** and click **OK** allow camera access (Pic 1 & 2), then select **Work or School Account** and select **Scan QR code** (Pic 3). The **Scan QR code with the blue box** will appear (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.

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Pic 1



Pic 2



Pic 3



Pic 4



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**.
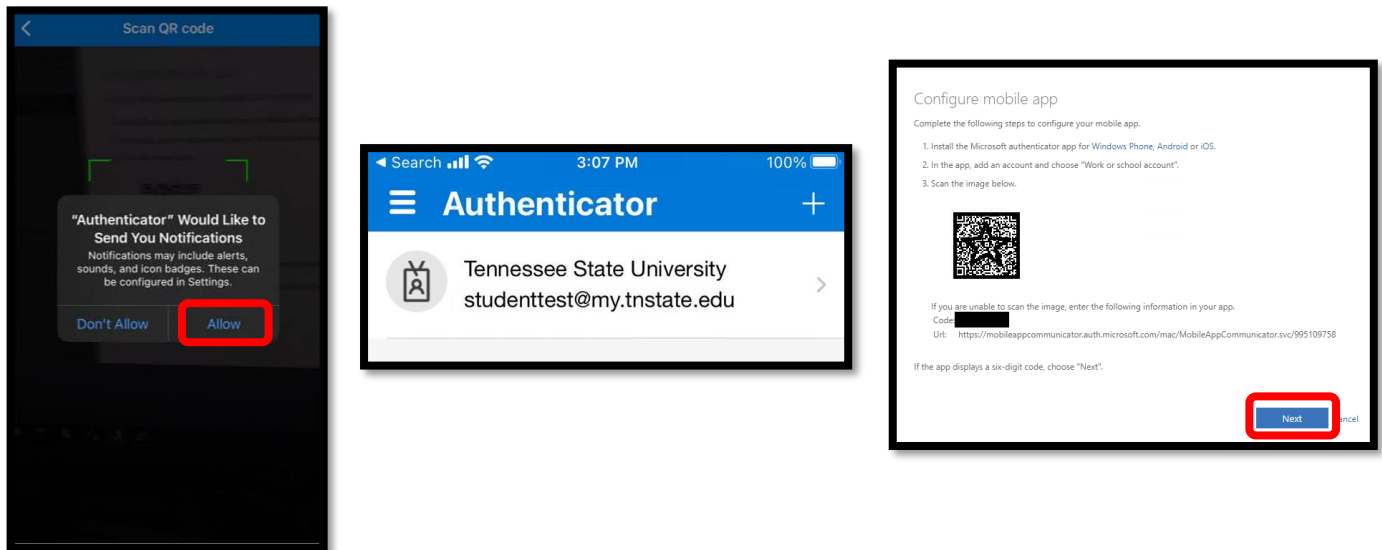


**Step 7: ON YOUR PC**, click **Next** on the **Additional Security Verification Screen**. On the **Additional Security Verification Screen** (Pic 1)**,** it will test that your phone synched with your TSU MFA account by a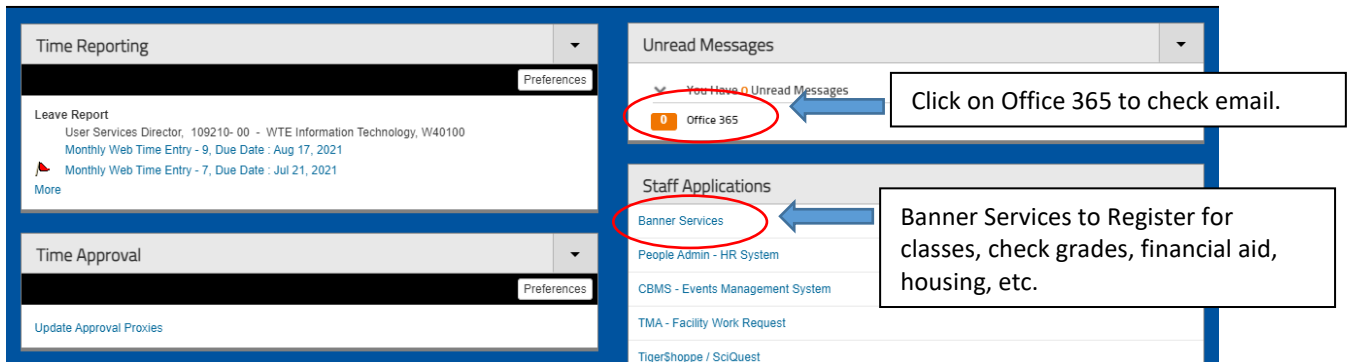sking you to **Approve** your attempted sign-in request on your phone (Pic 2). Click **Approve** on your phone. Click **Done** on the Additional Security Verification Screen (Pic 3).

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Pic 1

Pic 2

Pic 3
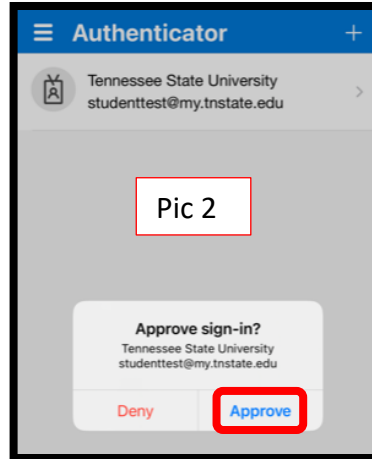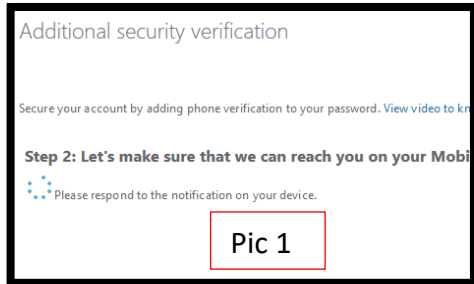
**Success!** You should now have access to your MyTSU dashboard. The most essential components will be checking your email by click **Office 365** or registering for classes, checking financial aid, approving your leave time, or other resources located in **Banner Services**.



Click on Office 365 to check email.

Banner Services to Register for classes, check grades, financial aid, housing, etc.

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