

Moving MySSU Login to your Shawnee email account!

Starting December 13, 2023 your Shawnee **email** account will be used to log you into MySSU.

The format for the Shawnee email account is username@mymail.shawnee.edu.

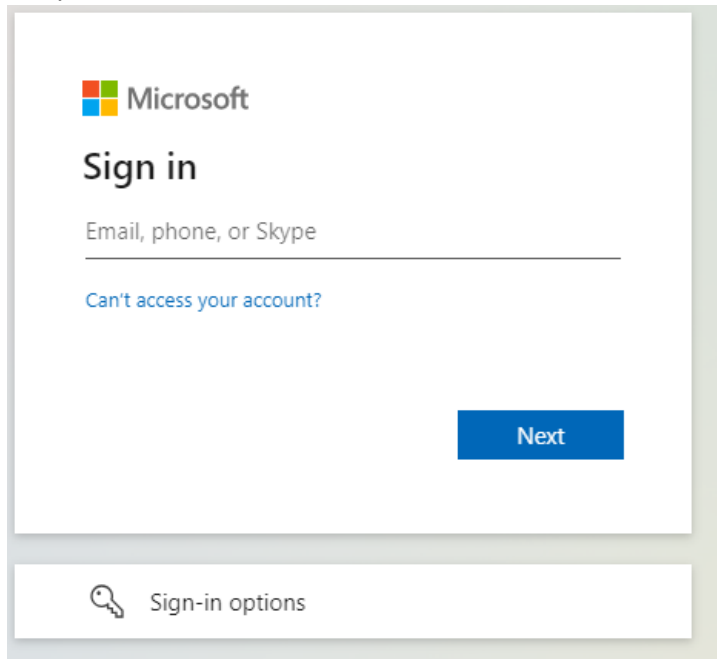
To Log into MySSU

1. Go to the following link – <https://myssu.shawnee.edu/ics>
2. In the top right corner, you will see the field to enter your username. Remember the username must be the full email account – username@mymail.shawnee.edu , and then click the ‘Continue’ button.



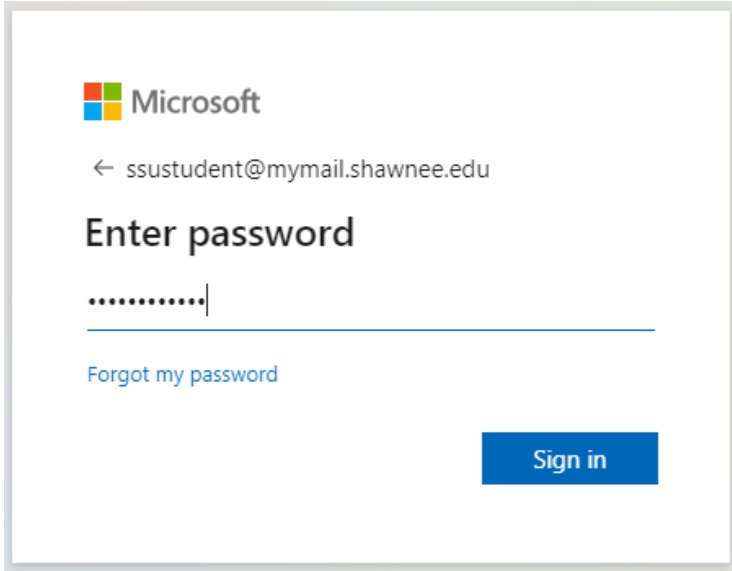
A screenshot of a login form. It features a text input field with a person icon on the left and the placeholder text 'Username'. To the right of the input field is a blue button labeled 'Continue' and a magnifying glass icon.

3. You will be redirected to provide your email credentials again on the Microsoft Sign in screen. Enter your Shawnee email account username and click ‘Next’



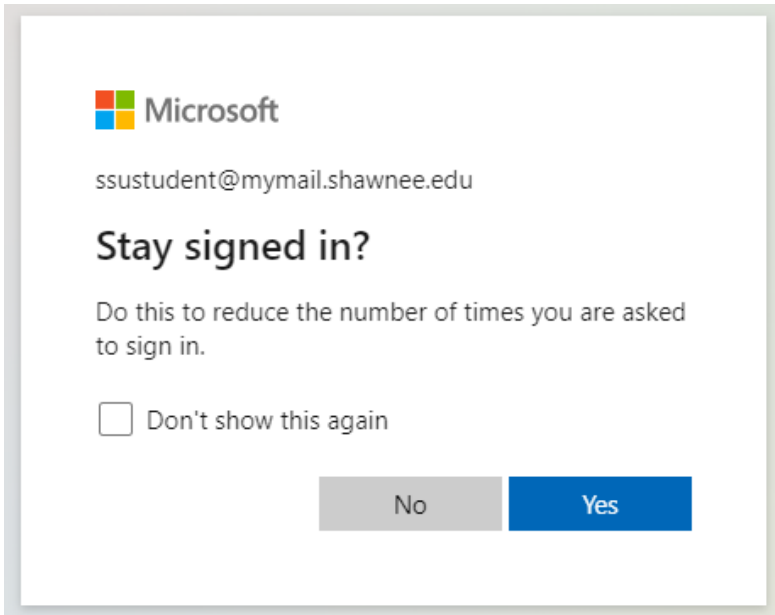
A screenshot of the Microsoft Sign in screen. At the top left is the Microsoft logo. Below it, the text 'Sign in' is displayed. Underneath is a text input field with the placeholder text 'Email, phone, or Skype'. Below the input field is a blue link that says 'Can't access your account?'. At the bottom right of the main content area is a blue button labeled 'Next'. At the bottom of the screen, there is a section with a key icon and the text 'Sign-in options'.

4. Enter your Shawnee email account **password** and click 'Sign in'.



The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the email address ssustudent@mymail.shawnee.edu with a back arrow. The main heading is "Enter password". Below the heading is a password input field with a vertical cursor and a horizontal line underneath. To the left of the input field is a "Forgot my password" link. At the bottom right is a blue "Sign in" button.

5. The next box will ask if you want to 'Stay signed in?' If you are using a public computer, you should always answer 'No' but if you are on a personally owned computer you may select 'Yes'.



The image shows a Microsoft dialog box asking "Stay signed in?". At the top left is the Microsoft logo. Below it is the email address ssustudent@mymail.shawnee.edu. The main heading is "Stay signed in?". Below the heading is the text "Do this to reduce the number of times you are asked to sign in." Below this text is a checkbox labeled "Don't show this again". At the bottom are two buttons: a grey "No" button and a blue "Yes" button.

6. You will now be redirected to your MySSU page.
7. When finished with your MySSU page, please log out of MySSU and close your browser.