MyISU Portal Tutorial

INDIANA STATE UNIVERSITY

I. ACTIVATE YOUR MYISU PORTAL USING THESE STEPS:

1. Go to **MyISU.indstate.edu** and click the link to activate your account.
2. Enter your University Email Address.
3. Enter the characters in the picture or the words in the audio as a security measure.
4. Select "Email my alternate email" and click "Email" to have a verification code sent to **your personal email address that you used on your university application.** Open your personal email and look for an email from Microsoft on behalf of Indiana State University. This email contains a 6-digit code that you will need to complete the activation.
5. Return to the Activation Process and enter the verification code that was sent to your personal email. Click "Next."
6. Enter and confirm your new password.
    a. Microsoft's Password Protection identifies, detects and blocks known weak passwords and their variants.
    b. The password you choose will also need to meet the ISU password requirements.
7. You will see a confirmation that your password has been reset. You may now return to MyISU.indstate.edu and Log in with your new password. **This step is necessary to activate MyISU.** The first time you log in, you will be prompted to configure your security info.

If you encounter an error when activating your MyISU Portal, take note of the error message and contact the OIT Technology Support Center at 812-237-2910. One of our representatives can assist you.

II. STEPS TO REGISTER YOUR SECURITY INFO FOR YOUR UNIVERSITY ACCOUNT

1. Go to MyISU.indstate.edu and click on the "LOG IN" link.
2. Sign in with your University Email Address and your new password.
3. Click "Next" when prompted to provide more information
4. Follow the prompts to configure the additional authentication methods used to secure your account.
5. Once you have completed registering your authentication methods you will be redirected to MyISU.indstate.edu, where you will be able to access additional resources.

III. FEATURES OF THE MYISU PORTAL

You will use MyISU to access your official university email, student information, on-campus housing portal, scholarships, financial aid, and more.

STUDENT SELF SERVICE

Student Self-Service contains your student profile with your University ID number, major, advisor name, and other student information. It is also where you will locate course registration tools, degree audit tools, parent proxy setup, and financial aid information.

STUDENT EMAIL

Student email will direct you to your official student email through Microsoft Outlook 365. You can also access your email account on your mobile phone following directions available at **indstate.edu/oit**. Please check your university email regularly for all official communications, including important information about your enrollment process.

WHAT IF I GET LOCKED OUT OF MYISU PORTAL?

If you try to log in and fail to do so five times, the system will lock your MyISU Portal for security purposes. If this happens, you can wait and try to log in again later or call the OIT Technology Support Center at 812-237-2910 for assistance with unlocking your account.