

# One less login to remember!

## Introducing Single Sign-On for MySSU

Starting August 2, your Shawnee network account will be used to log you into MySSU.

The Shawnee network account is the same account used to log into the computers and wireless network on campus, your financial aid portal, and the SSU App. The format for the account is [username@shawnee.edu](mailto:username@shawnee.edu).

### To Log Into MySSU

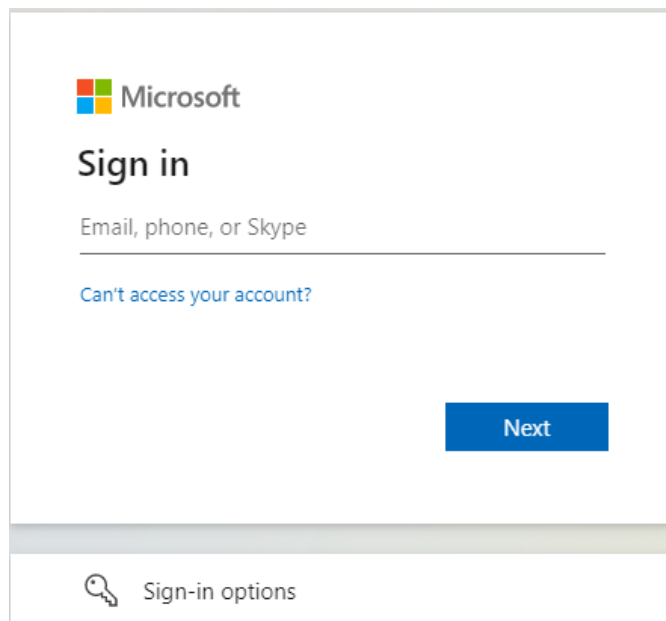
**Note:** If you have an active web page where you are logged into your email you **MUST first log off the email account** before attempting to sign into MySSU. If you do not want to log off the email you do have the option to open an 'New incognito window' (Chrome) or 'New InPrivate Window (Edge).

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.
  - a. Remember the username must be the full network account – [username@shawnee.edu](mailto:username@shawnee.edu)



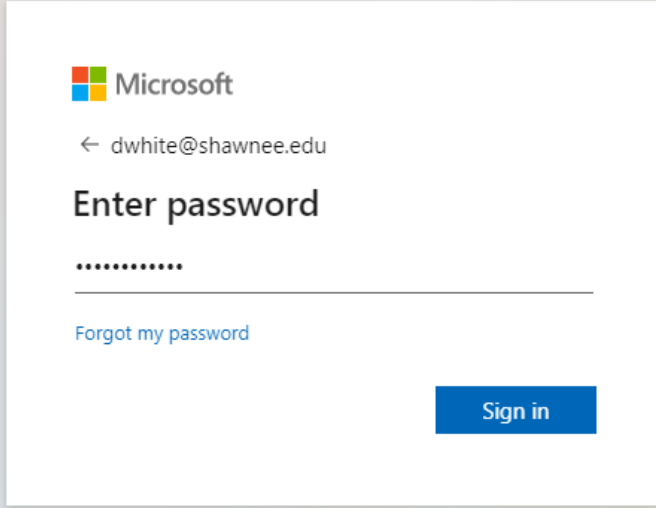
A screenshot of a login interface. It features a text input field labeled 'Username' with a person icon on the left. To the right of the input field is a blue button labeled 'Continue' and a magnifying glass icon.

3. After you enter your username and click 'Continue', you will be redirected to provide your network credentials.
  - a. Enter your Shawnee network account username and click 'Next'



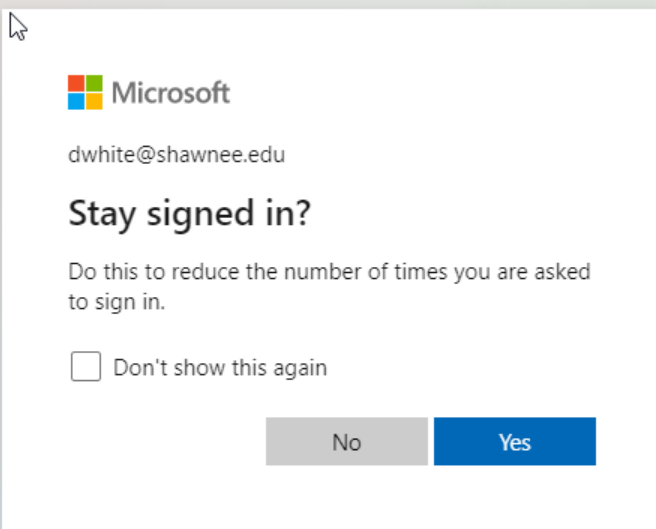
A screenshot of a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text 'Sign in'. Underneath is a text input field with the placeholder text 'Email, phone, or Skype'. Below the input field is a blue link that says 'Can't access your account?'. At the bottom right is a blue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

- b. Enter your Shawnee network 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 'dwhite@shawnee.edu' with a back arrow to its left. The main heading is 'Enter password'. Below the heading is a password input field with a series of dots. Underneath the input field is a blue link that says 'Forgot my password'. At the bottom right is a blue button labeled 'Sign in'.

- c. 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 titled 'Stay signed in?'. It features the Microsoft logo at the top left. Below the logo is the email address 'dwhite@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.' There is a checkbox labeled 'Don't show this again' which is currently unchecked. At the bottom are two buttons: a grey button labeled 'No' and a blue button labeled 'Yes'.

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