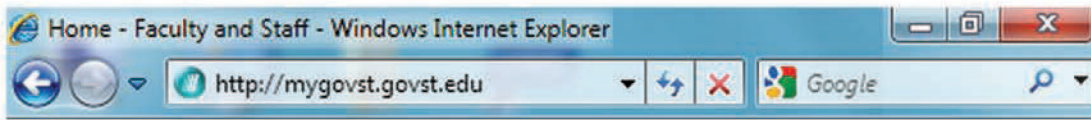


PORTAL LOGIN

Note: The Portal URL will change to <http://mygsu@govst.edu> in Fall 2011 - Date to be determined

Step 1

Log into the portal at <http://mygsu.govst.edu>



Step 2

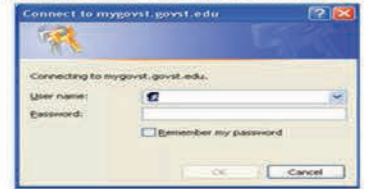
On Campus

If you are signed into the on campus network, you will be able to access the portal without having to sign into it.



Off Campus

When accessing the portal from an off campus computer, you will be prompted to use your current network login and password. Enter your full **e-mail address** into the "Login" field and type your **password** in the associated field. Then click "login" or press "enter."

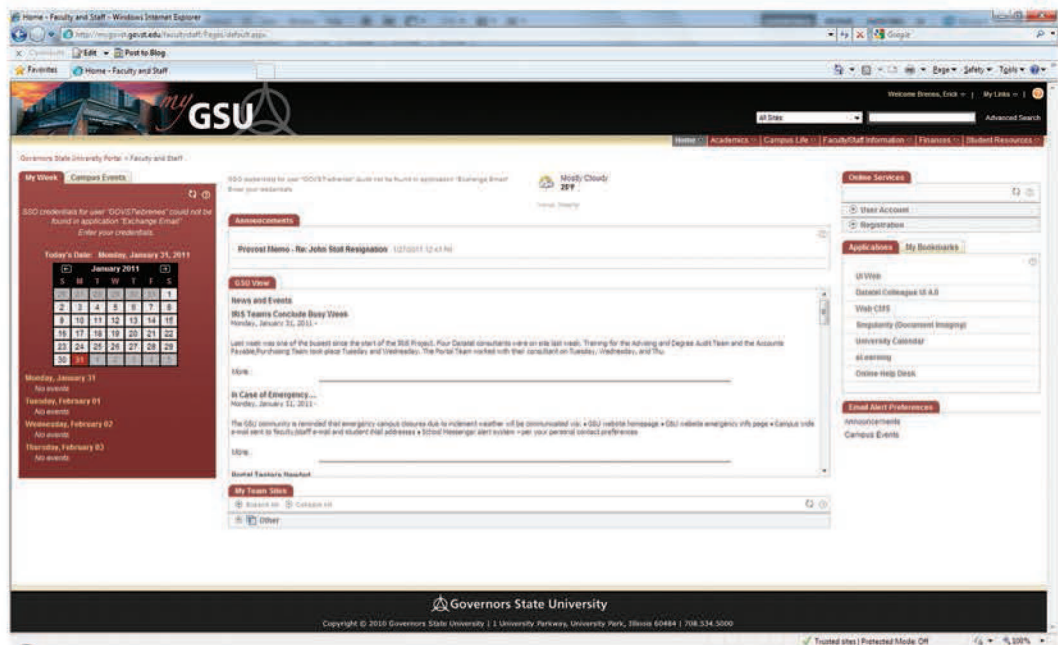


Security Message

As you enter the system, a **security message** may appear. If you receive this message, click "yes."

Step 3

You will then be brought to the myGSU portal homepage. Your employee classification and predetermined rights will provide you with access to pre-established personalized content.



PORTAL LOGIN

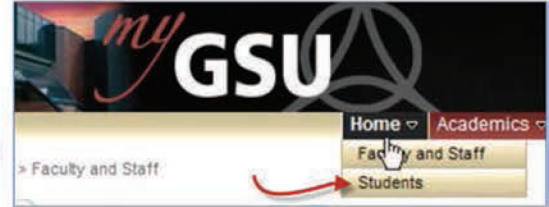
Step 4

You will be able to access two separate portal views. To access the Faculty and Staff portal, click on the Faculty and Staff button on the menu bar at the top of the home page. The Faculty and Staff portal contains information pertinent to university employees.



Step 5

You may also access the Student portal. To access the Student portal, click on the Student button on the menu bar. The Student view contains information and functionality specifically targeted toward students. While you can access the Student portal, you will not experience full functionality. However, your familiarity with this view will be important when addressing student inquiries.



Step 6

Log out of the portal at the end of your session. Logout by clicking on your name in the upper right hand corner of the window. A drop down menu will appear. Click on "Sign Out."



Step 7

For further safety precautions please close the browser window.

