

## First-Time User – Step 1 Walkthrough

1. Go to – <https://www.pittstate.edu/it/first-time-user/index.html> .
2. Under Step 1 – “Set your PSU Password”, click on the link for “click here to set your PSU password”.

[www.pittstate.edu/it/first-time-user/index.html](https://www.pittstate.edu/it/first-time-user/index.html)

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## First Time User

Welcome to Gorilla Nation! As a First Time User at PSU, you have just 2 easy steps to your first login as a Gorilla!

### 1

#### Set Your PSU Password

When you became a PSU Gorilla you received your own unique 7 digit PSU ID Number. For STUDENTS this came in a letter from PSU Admissions. For EMPLOYEES this was shared with you by PSU Human Resources. You will need that number to proceed. Once you have your ID Number, [click here to set your PSU password](#). Be sure to select a "pass phrase" that is memorable to you (Example: ILov3PSUGorillas). [Learn more about strong passwords here](#). After setting your password, return to this page for the final step in this process.

NOTE: If you need assistance locating your ID Number, please contact the Gorilla Geeks: 109 Whitesitt Hall - 620-235-4600 - [geeks@pittstate.edu](mailto:geeks@pittstate.edu).

### 2

#### Find Your PSU Username

One last step! To locate your PSU Username, simply go to the [GUS Portal](#), click the Login button, and instead of logging in, click [Find PSU Username](#). You will be prompted to use your 7 Digit Student ID Number again, followed by a quick verification process. Once this is done you will have access to most PSU IT resources located in the GUS Portal.

**STUDENT NOTE:** You will receive access to PSU's student email, GUSMail, at [PBLCAVES](#) or when you enroll in your first PSU course. [GUSMail](#) is housed in Microsoft's email system, Outlook. The first time that you activate your account, Microsoft will require a few extra steps to verify that you are indeed a PSU student. Follow the directions on the screen and you will be authenticated as an official PSU GUSMail user!

- Here you will need to **type in** your 7-digit PSU ID number in the field, “**Please Enter your PSU ID:**” located at the bottom of the page. After you **type in** your 7-digit PSU ID number, click on the “**Submit**” button.

\*\*\* **Note: If you do not know your PSU ID number, contact the Gorilla Geeks at 620-235-4600. \*\*\***

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## Password Set/Reset Request

Your password code will be sent to you via the contact info you supply on the next page.

Please be advised that in addition to GUS, this password is also used for the below.  
NOTE: It's recommended that you log out of these services on all devices (PSU & personal) before you change your password. After changing your password you will be prompted to log in with your new password when accessing these services.

- Your PSU work computer
- Outlook
- GUS
- GusNET (Secure Wireless)
- Administrative System (Admin System, IBM, SSH)
- GusMail
- Canvas
- VPN
- All Office 365 logins ([learn how to logout of all active O365 sessions](#))

**Please note:** If you have downloaded the MS Office suite to any of your personal devices (computer, tablet, or smart phone) you need to update your password on these devices as well. If you do not, **you will get locked out of your accounts** because of unsuccessful login attempts.

If you do not have the appropriate information on file, you will need to contact the Gorilla Geeks Help Desk, on campus in 109 Whitesitt at 620-235-4600 or [geeks@pittstate.edu](mailto:geeks@pittstate.edu) to get your password code.

Please Enter your PSU ID:

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- Click the drop-down box for “**Verification Option**” and **choose** the option you want to use.

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## Help us protect your account

Before you can set your password, you need to verify your account with a security code. How would you like to receive your code?

Verification Option

[I have a code](#)

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5. Once you **select** the option, you will be asked to **confirm** your choice by **typing it out** completely.
6. Click on **“Next”** to continue.
  - a. If you choose an email option, you will receive an email at that address containing a **“PSU Password code”**.
  - b. If you choose a phone number, you will receive a phone call giving you a **“PSU Password Code”**.

**\*\*\* Note: If you do not have access to any of the verification options listed or there are NO verification options in the dropdown, contact the Gorilla Geeks at 620-235-4600. \*\*\***

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## Help us protect your account

Before you can set your password, you need to verify your account with a security code. How would you like to receive your code?

Verification Option

To verify that this is your information, enter it below and click "Next" to receive your code.

Confirm Email

[Next](#)

[I have a code](#)

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7. **Type in** the code you receive in the box labeled “**Confirm Code**” then **click** “**Submit**”.
  - a. If you choose to receive a phone call, **type in** the code you are given.

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## Help us protect your account

To continue, check da\*\*\*\*\*@gmail.com for a message from PSU Account Services and enter the security code here.

Submit

[Use a different verification option](#)

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8. Here you will **type in** your new password. Pay close attention to the requirements. All conditions must be met or your password will not be accepted.
- After you **type in** and confirm your password, make sure to read the policies before checking the box “**I acknowledge that I have read each of the above policies**”.
  - Click on “**Submit**” to continue.

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### Set/Reset PSU Unified Password

Your PSU ID is: 0999999

Please be advised that in addition to GUS, this password is also used for the below.  
NOTE: It's recommended that you log out of these services on all devices (PSU & personal) before you change your password. After changing your password you will be prompted to log in with your new password when accessing these services.

- Your PSU work computer
- Outlook
- GUS
- GusNET (Secure Wireless)
- Administrative System (Admin System, IBM, SSH)
- GusMail
- Canvas
- VPN
- All Office 365 logins ([learn how to logout of all active O365 sessions](#))

Remember, passwords must be at least 12 characters long, and not contain your PSU ID, first or last name, and PSU email.

Additionally, your new password must contain:

- at least 1 upper case character, and
- at least 1 lower case character, and
- at least 1 numeric character, and
- at least 1 special character (eg: ~!@#\$%^&\*~\_+~\|{}[];:'"<>.,~/?)

New password

Confirm new password

Important PSU IT Policies

Please review the following policies. Then check the acknowledgement box to continue.

[Password Policy](#), [Acceptable Use Policy](#) and [VPN Policy](#)

☐ I acknowledge that I have read each of the above policies.

Submit

- If accepted, there will be a long pause. **DO NOT CLOSE THIS WINDOW**. The screen will refresh and show the screen below, indicating your password is successfully-set.

\*\*\* Note: If you receive an error message, contact the Gorilla Geeks at 620-235-4600. \*\*\*

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## Thank You

Your PSU Unified password has been set! This password will expire on 12/23/2025. We'll start sending you reminders 30 days before that date to help you remember to change it again.

One last thing about your work computer password...

It looks like you are logging in from a wired connection on the PSU network. It's a good idea to sign out and back into your computer to ensure that your device registers your new PSU Unified Password

[Click here](#) to be taken to the GUS Portal

To modify your password recovery options, click [here](#)

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