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".



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!





When you became a PSU Goffilla you received your own unique 7 digit PSU ID Number. For STUDENTS this came in a letter from PSU Admissions. For EMPLOYEES his 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 apparent. Be sure to select a "pass phrase" that is memorable to you (Example: IL ov3PSUCGrillas). Learn more about strong passwords here. After setting your 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.

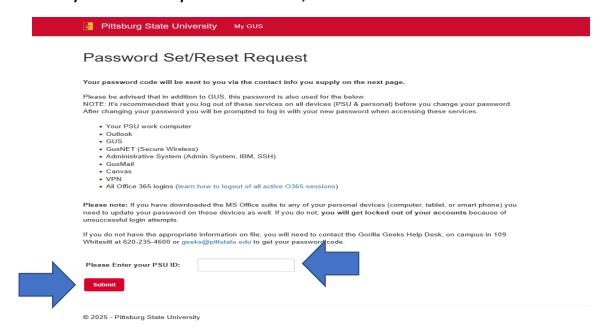


Find Your PSU Username

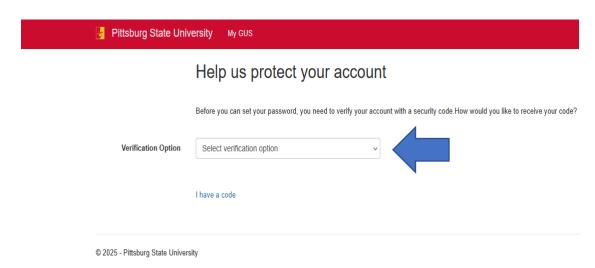
One last stepl To locate your PSU Username, simply go to the GUS Portal.
click the Login button, and instead of logging in, click Find PSU Username
You will be prompted to use your 7 Digit Student ID Number again,
followed bya quick verification process. Once this is done you will have
access to most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

STUDENT NOTE: You will receive access to PSUs student email,
GUSMail, at PETCARES or when you erroll in your first PSU
course. GUSMail is housed in Microsofts email system, Outfook. The first
time that you activate your account, Microsoft will require a few extra steps
to verify that you are indeed a PSU dudent. Follow the directions on the
screen and you will be authenticated as an official PSU GUSMail user!

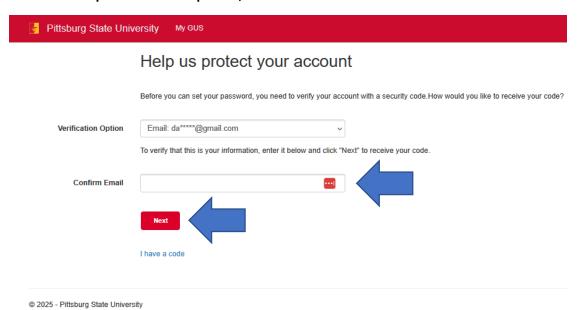
- 3. Here you will need to **type in** your 7-digit PSU ID number in the field, "**Please Enter your PSU ID**:" located at the bottom of the page. After you **type in** your 7-digit PSU ID number, click on the "**Submit**" button.
- *** Note: If you do not know your PSU ID number, contact the Gorilla Geeks at 620-235-4600. ***



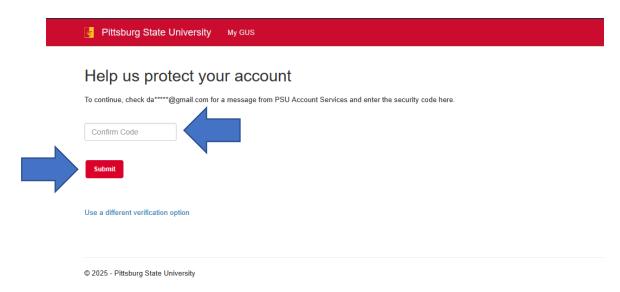
4. Click the drop-down box for "Verification Option" and choose the option you want to use.



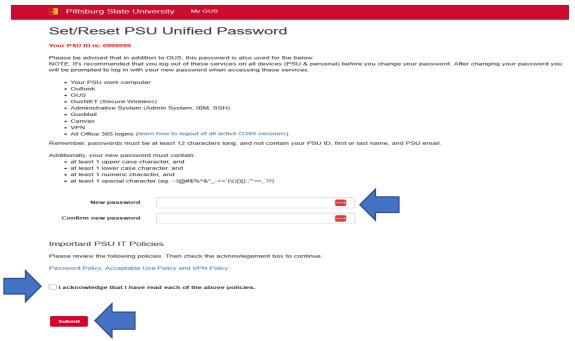
- 5. Once you **select** the option, you will be asked to **confirm** your choice by **typing it out** completely.
- 6. Click on "Next" to continue.
 - a. If you choose an email option, you will receive an email at that address containing a "PSU Password code".
 - b. If you choose a phone number, you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



- 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.



- **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.
 - a. 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".
 - b. Click on "Submit" to continue.



- c. 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. ***

