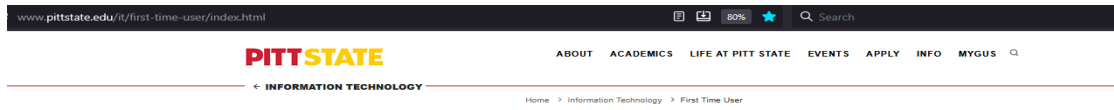


First-Time User – Step 2 – Find Your PSU Username Walkthrough

1. Go to – <https://www.pittstate.edu/it/first-time-user/index.html>
2. Unser Step 2 – “Find Your PSU Username”, click on the link for the “Gus Portal”.



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.

2

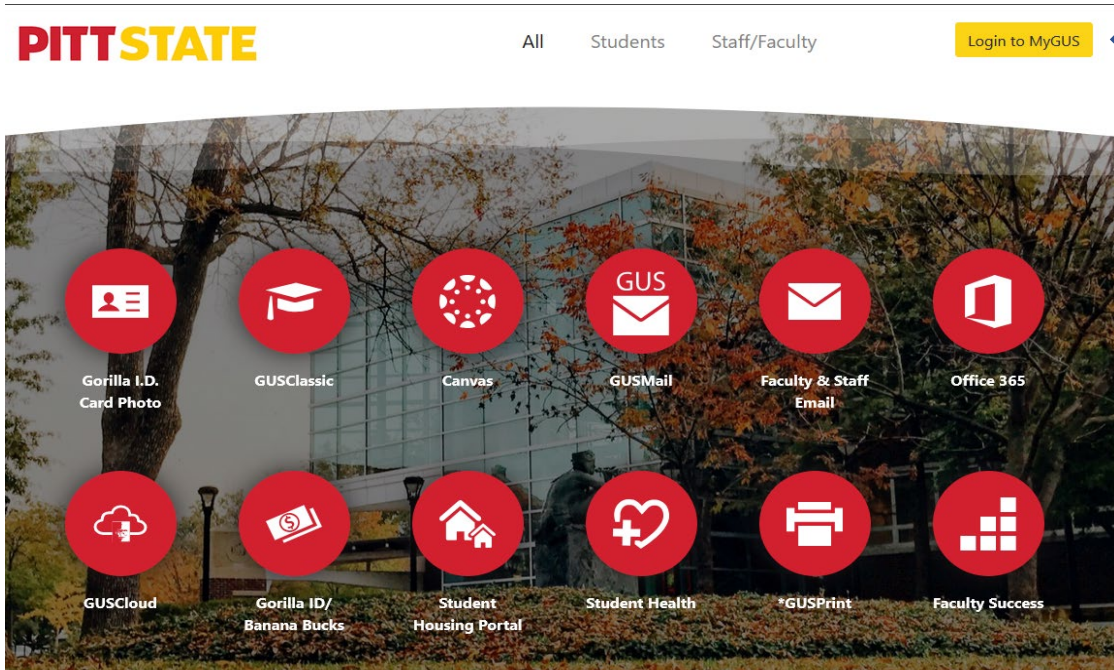
Find Your PSU Username

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 [Pitt CARES](#) 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!



3. Click on the icon in the upper right named “Login to MyGus”.



4. Click on the “Find PSU Username” link.



PITTSTATE

Sign in

Enter your PSU Username (e.g. gusgorilla@gus.pittstate.edu)

Next

[Find PSU Username](#)

[Forgot PSU Password](#)

If you don't know your PSU Username or have forgotten your PSU Password, please use the links above.

If you have any questions or issues signing in, please contact the Gorilla Geeks at (620)-235-4600 or geeks@pittstate.edu.

5. Type in your full 7-Digit “PSU ID Number” into the “PSU ID” field and click “Continue”.



Pittsburg State University



Find Username

To get started in the recovery of your username, we'll need to verify a few things.

Please enter your PSU ID to begin.

PSU ID

Continue

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

6. **Select** the drop-down and choose how you would like to receive your username.
Re-type your selection in the “**Please confirm your email address**” field, then click “**Continue**”.

Pittsburg State University

Find Username

How would you like to receive your username?

Email: te**@s*****e.com

Please confirm your email address.
Email Address

Continue

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7. After confirming your verification option and **clicking** on “**Continue**” you will see the screen below. **Check** for an email from “**PSU Account Services**”

Pittsburg State University

Find Username

✓ Thank you using the PSU username recovery system! If the email address you entered matches what we have in our system, you'll receive an email message containing your username.

© 2025 - Pittsburg State University PSUAPPS-B1

*** **Note:** If you do not see this screen or do not receive an email at the chosen address, repeat the previous step and choose an alternate method. If you still encounter problems, contact the Gorilla Geeks at 620-235-4600 ***

8. This is an example of the email you should receive from “PSU Account Services” with a subject of “PSU Username Recovery”. This email will contain your “PSU username”.

PSU Username Recovery

PSU Account Services <passwordreset@pittstate.edu>
to me ▾

Thanks for helping us verify your account information.

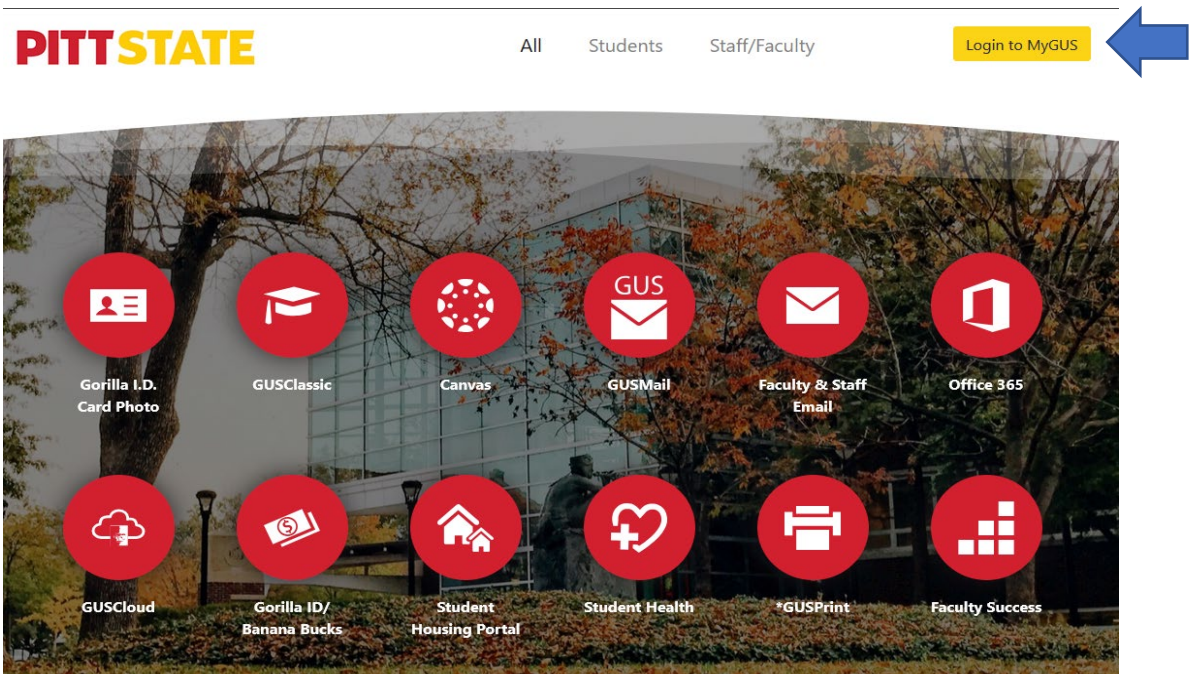
Your PSU username is gusgorilla@gus.pittstate.edu



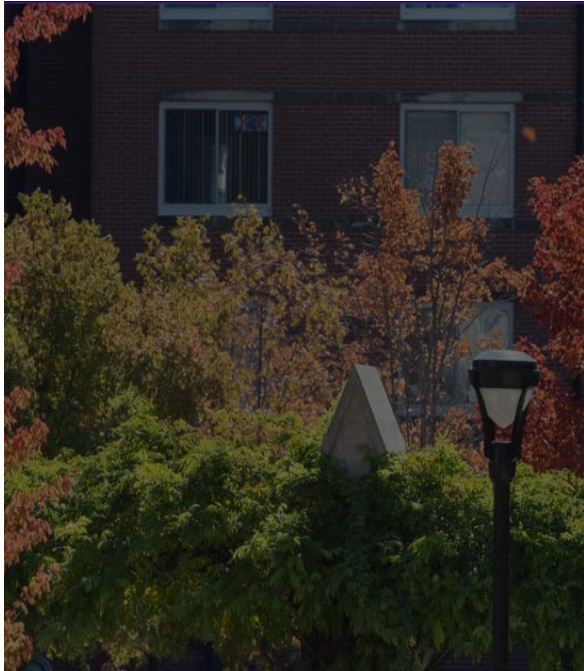
If you didn't request your username, someone else may be trying to access your account. If you believe this to be the case, please contact the Gorilla Geeks at 620-235-4600, or Geeks@pittstate.edu.

Simple. Safe. Smart. You are receiving this email because you are a Pittsburg State University student, employee, or other University community member. If you have questions or concerns regarding the validity of this email, please contact the individual or department that sent this email, ITSecurity@pittstate.edu, or Gorilla Geeks at 620-235-4600.

9. Once you have your PSU Username, **go back** to the Gus Portal page at <https://gus.pittstate.edu>, and **click** on the “Login to MyGUS” icon in the upper-right corner of the screen.



10. In the “Sign in” field, type in the “PSU username” from the email you received and click “Next”.



PITTSTATE

Sign in

Enter your PSU Username (e.g. gusgorilla@gus.pittstate.edu) 

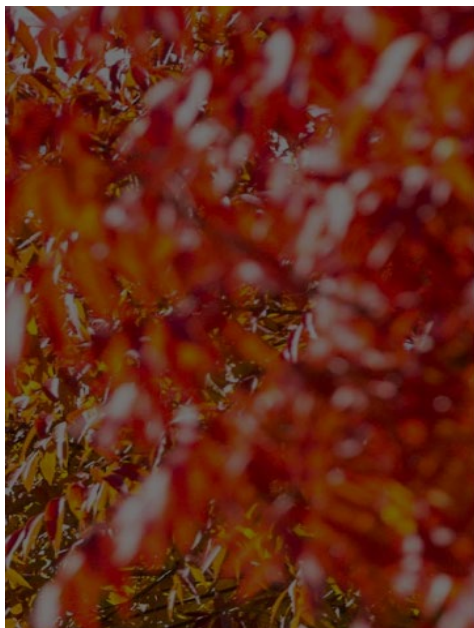
[Find PSU Username](#)

[Forgot PSU Password](#)

If you don't know your PSU Username or have forgotten your PSU Password, please use the links above.

If you have any questions or issues signing in, please contact the Gorilla Geeks at (620)-235-4600 or geeks@pittstate.edu.

11. In the “Enter Password” field, type in your “PSU Unified password” you set-up on “Step 1” and click “Sign in”.



PITTSTATE

← gusgorilla@pittstate.edu

Enter password

Password 

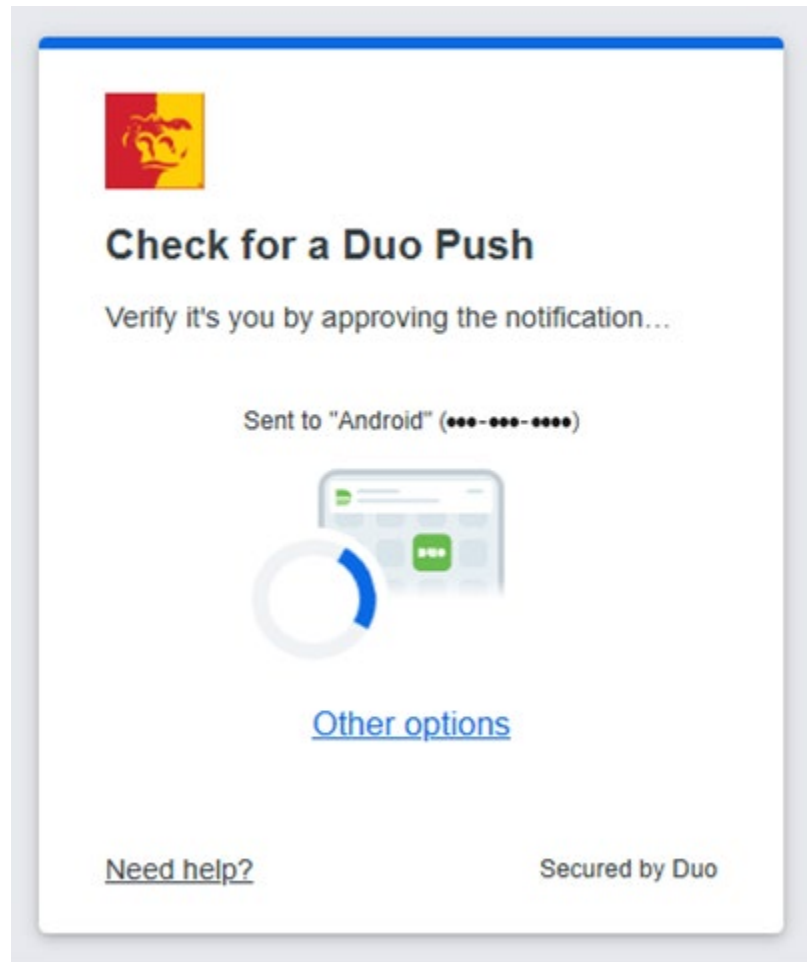
[Find PSU Username](#)

[Forgot PSU Password](#)

If you don't know your PSU Username or have forgotten your PSU Password, please use the links above.

If you have any questions or issues signing in, please contact the Gorilla Geeks at (620)-235-4600 or geeks@pittstate.edu.

12. You may be prompted with a DUO (GusVerify) prompt. If you see this message, you **MUST** respond to continue the sign-in process.

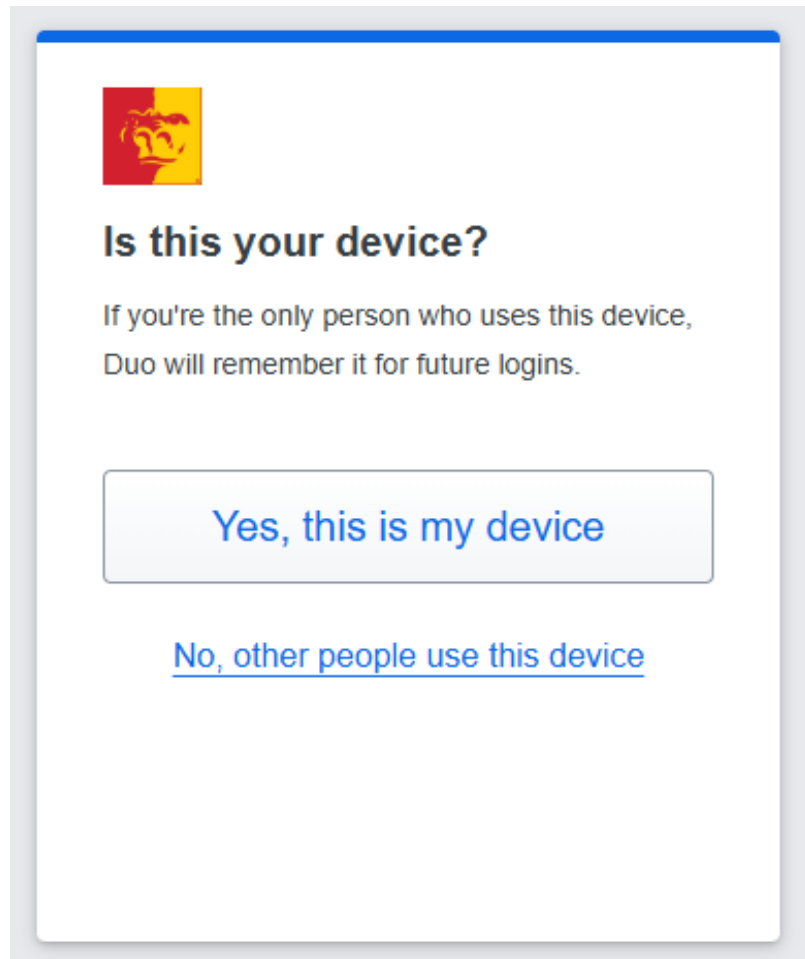


*****Note:** DUO is the 2FA (Two-Factor Authorization) software used by Pittsburg State University. All PSU Students, Faculty and Staff are required to use DUO. The use of Duo is a requirement of the State of Kansas and there is no opt-out. You may either enroll your phone or come by the Geeks office for a free Keychain Token, instead. Some users may not see this the first time they log-in. Once you are fully in the system and active, you WILL start seeing DUO prompts.

Use the link below to find out more about DUO (GusVerify).

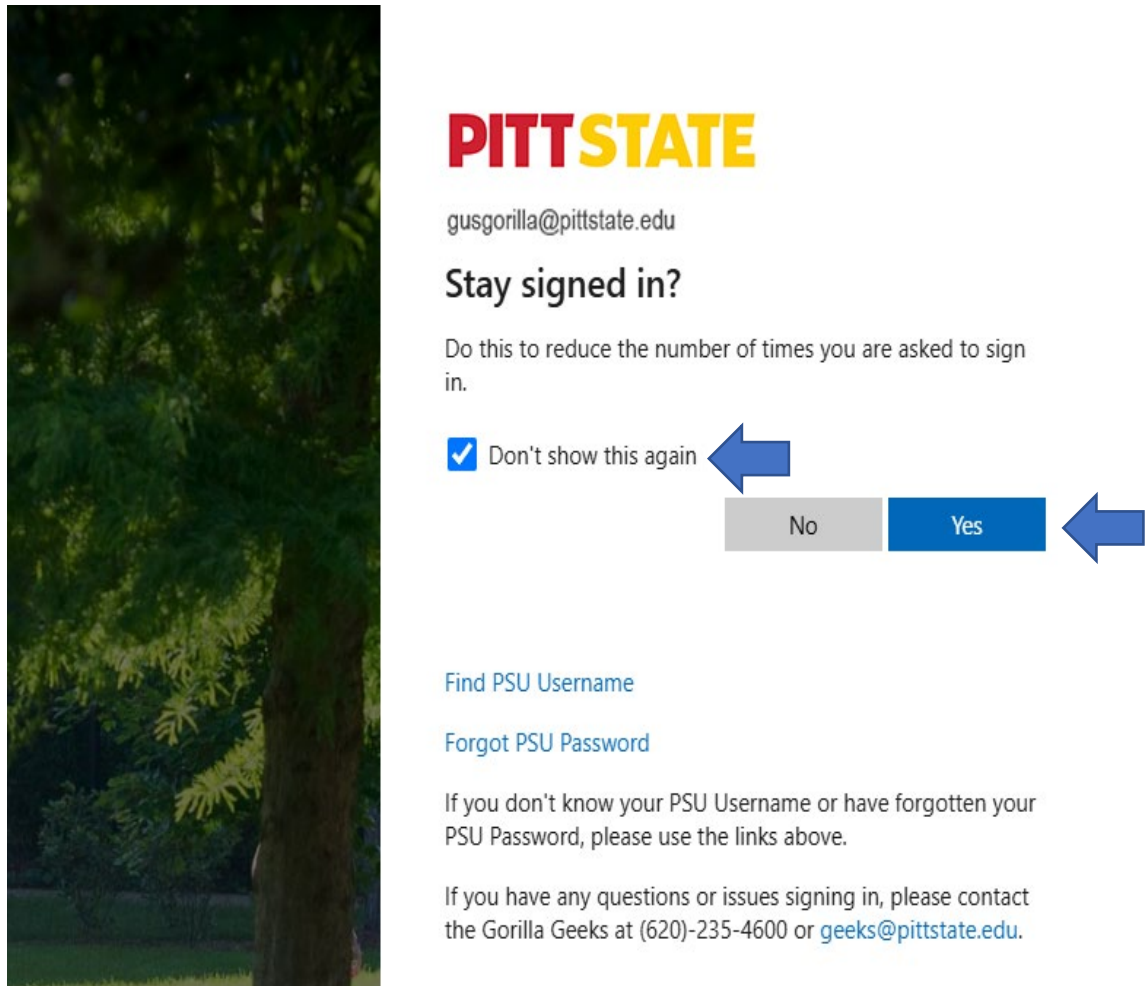
<https://www.pittstate.edu/it/gus-verify/index.html#undefined8>

13. When you see this message, **choose** the appropriate response.



*****Note:** If you are on a personal device that only you use, choose "Yes this is my device". If you are on a shared device, such as a computer in a lab, choose "No, other people use this device".

14. If you are using your own personal device, you may choose to stay logged-in by **placing a check mark** in the “Don’t show this again” box and **click on “Yes”**.



The screenshot shows the Pitt State login interface. On the left is a vertical image of a tree. The main content area has the 'PITTSTATE' logo in red and yellow. Below it is the email 'gusgorilla@pittstate.edu'. The heading 'Stay signed in?' is followed by 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 checked. A blue arrow points to this checkbox. To the right of the checkbox are two buttons: 'No' (grey) and 'Yes' (blue). A blue arrow points to the 'Yes' button. Below the buttons are two links: 'Find PSU Username' and 'Forgot PSU Password'. At the bottom, there is a paragraph of text: 'If you don't know your PSU Username or have forgotten your PSU Password, please use the links above.' and another paragraph: 'If you have any questions or issues signing in, please contact the Gorilla Geeks at (620)-235-4600 or geeks@pittstate.edu.'

*****Reminder: You only want to choose these options if you are using your own personal device. If you are on a shared device, such as a computer in a lab, DO NOT check the box. Instead, select “No”.**

15. If your log-in is successful, you will be logged-in to your Gus page where you will see “**Welcome to Gus**”, “**Your First Name**”, and “**Your email address**” in the upper-left corner of the screen.