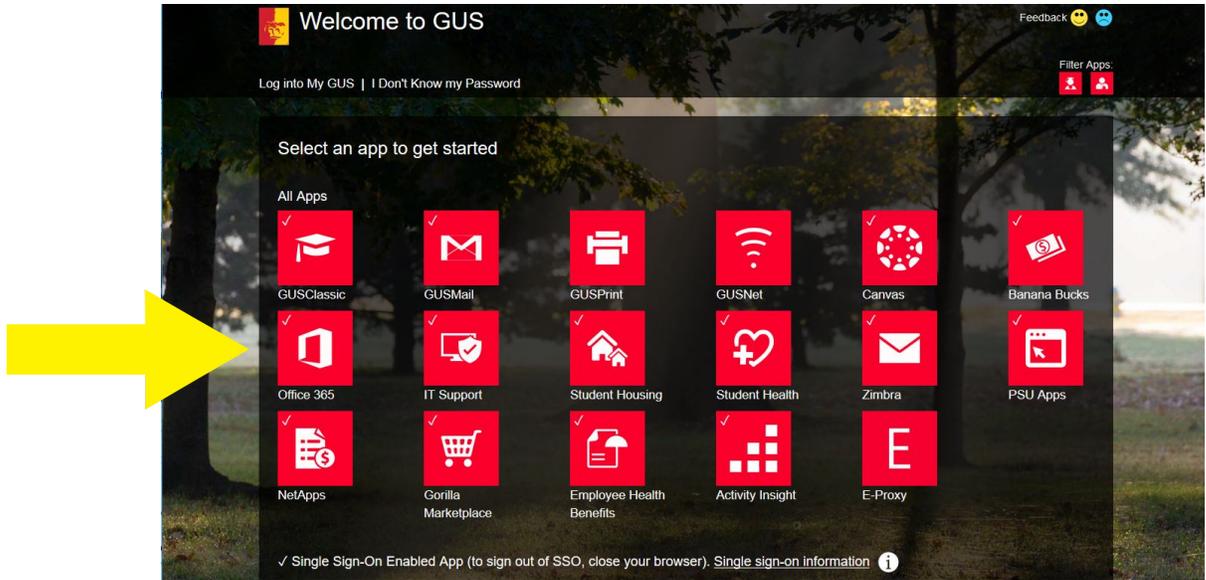
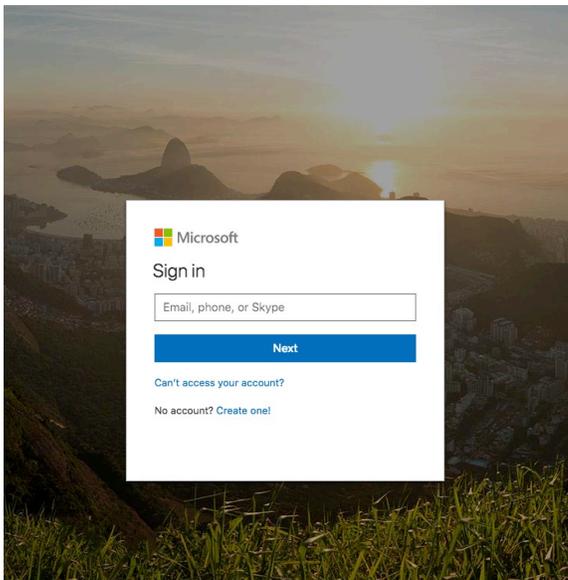


# Login Screen for MS Office

1. Go to [gus.pittstate.edu](http://gus.pittstate.edu) and click on Office 365



You will see the below login screen



2. Sign in with your PSU email address.

- ID: Your PSU email address:

-Employees: [ggorilla@pittstate.edu](mailto:ggorilla@pittstate.edu)

-Students: [ggorilla@gus.pittstate.edu](mailto:ggorilla@gus.pittstate.edu)



By logging into this site, I acknowledge that Pittsburg State University is the owner of all institutional data and that I have read the University's [Acceptable Use Policy](#)

Enter your PSU Username (or PSU ID for students) and Password.

Keep me signed in

[Sign in](#)

[Forgot PSU Unified Password](#)

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

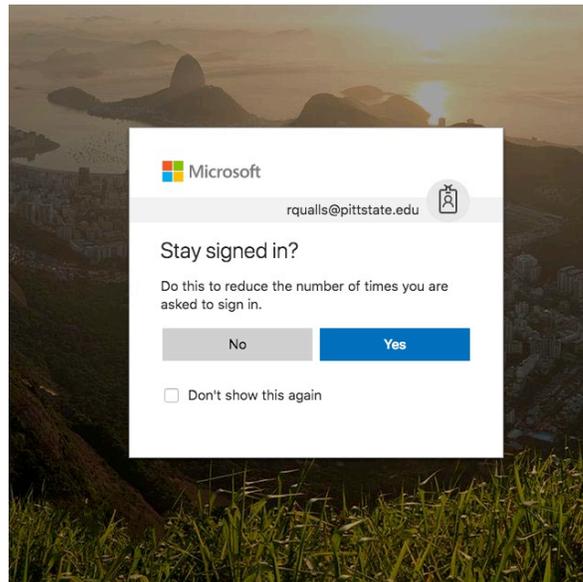


The Pitt State login screen will open. Enter your password:

Password: Your Active Directory password:

**\*\*Employees:** This is the password that you use to login to your computer/the P Drive/GusNET.

**\*\*Students:** This is the password that you use to login to GUS/GusNet .



Periodically the above screen will appear. Selecting Yes will limit the times the complete login process is required once you have logged into the portal. **\*\*\* Never do this on any devices other than your personal devices.**

**NOTE: There is NO NEED to download Office to a University owned machine. Save these licenses for home machines (yay!). Feel free to begin using Office 365 and 'play' with its features by selecting any of the programs under Apps. You can download Office to your personal devices by selecting Install Office apps on the right side.**

Office 365

Good morning

Search apps, documents, people, and sites

Install Office apps

Apps

Outlook OneDrive Word Excel PowerPoint OneNote SharePoint Teams Class Notebook Sway Forms

Admin

Explore all your apps →

Documents

Upload and Open... New

Recent Pinned Shared with me Discover

Name	Last opened by you	Sharing	Activity
Chat Presentation sites > geeks > Shared Documents > CHECK 2018	May 21	Shared	
All A & Dean List sites > ... > End of Semester Letters > 18SP	May 15	Shared	Bryronni Ferguson and 1 other edited May 15
WEDDINGADDRESSES-1 sites > teamsite-test > Shared Documents	Apr 27	Shared	
sample-small-district-data-collection-spreadsheet sites > teamsite-test > Shared Documents	Apr 27	Shared	

**To Logout simply click your avatar on the top right and select Sign out.**