

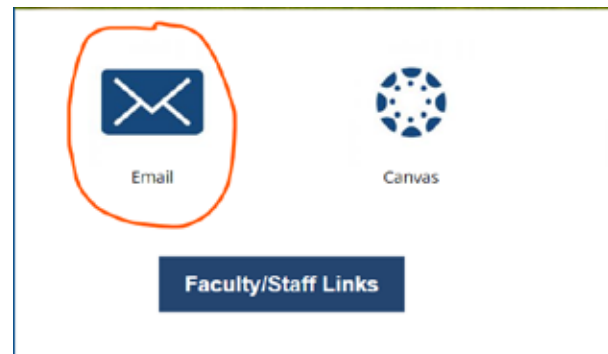
# Email Sign in Instructions

Below are instructions to access your MSU email through our single sign-on system. The best way to log in for the first time is through MYMSU email icon on the Morgan homepage.

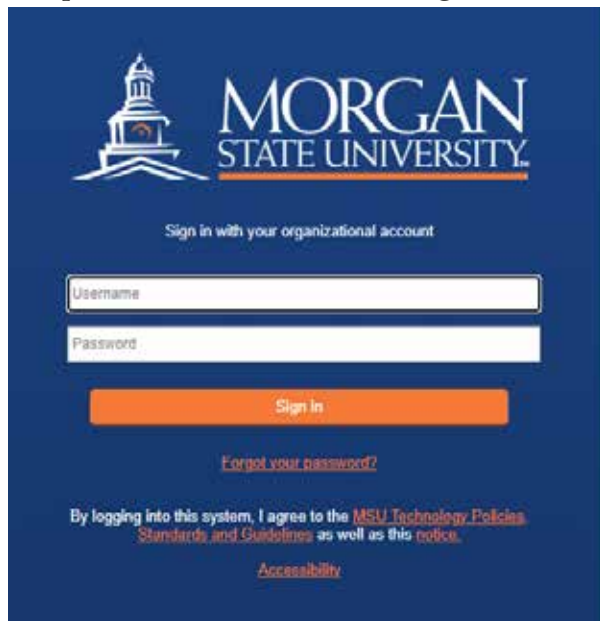
**Step 1. Go to [www.morgan.edu](http://www.morgan.edu) and click on the button below.**



**Step 2. Click on the email icon**



**Step 3. Use the following information below to sign in:**



Username:

First Time Password:

Once you log in, your email is:

If it says 'password expired', your login has worked and you should follow the directions to reset your password.

If it says 'invalid username', email [OHR@morgan.edu](mailto:OHR@morgan.edu) and we will contact IT.

If it says 'invalid username or password', call the service desk (4357) and ask them to reset your password. They will ask for your banner ID which is \_\_\_\_\_.