## New Student Account Activation Instructions

1. Make note of your CCSU email address: `name@my.ccsu.edu`, then click here to activate your account.

2. At the Sign In screen, click “Can’t access your account?”.

   ![Can’t access your account?](image)

   **STUDENTS:** sign in using your @my.ccsu.edu address and BlueNet password. **EMPLOYEES:** sign in using your @ccsu.edu address and BlueNet password. For further assistance, contact the IT Help Desk at 860-832-1720.

3. Click “Work or school account”.

   ![Work or school account](image)

4. Type your CCSU email address: `name@my.ccsu.edu` and the characters presented, then click Next.

   ![Microsoft](image)
5. Select a verification method (text or phone call) and follow the prompts for account verification.

6. Type and confirm a new password, then click Finish.

7. At the password reset confirmation screen, click the “click here” link to sign in with your new account.
8. Enter your CCSU email address and new password.

9. At the “More information required” prompt, click Next.
10. Set up the Microsoft Authenticator app by following the on-screen instructions. The Microsoft Authenticator app uses number matching to verify your identity, which is the safest way to authenticate to your account.

11. After setting up Microsoft Authenticator, you will be presented with the CCSU Terms of Use. Review the IT Acceptable Use Policy and click Accept. You will then be brought directly into WebCentral-Banner Web to view financial aid and pay your confirmation deposit.