



Introducing your MyYSU Portal! <https://my.ysu.edu>

MyYSU is Youngstown State University's campus portal. The portal offers students, faculty, and staff secure and personalized access to Office 365, announcements, and channels of information. Students are able to register for classes, check their grades, pay their bill, access Blackboard, and purchase their parking permit. Faculty and Staff are able to view their pay stub, leave balances, tax information, plus much more.

To log in and use the system effectively, YSU recommends one of the following Internet browsers: Internet Explorer 8 or higher, Mozilla Firefox 10.x or higher, Google Chrome 17.x or higher, and Safari 5 or higher. If you attempt to log in to the system using another browser, you may experience difficulties. If you have any pop-up blockers installed, they may need to be configured to allow my.ysu.edu or [*.ysu.edu](https://www.ysu.edu); otherwise, you may not be taken to the proper page. Currently, the system is set to time out after approximately thirty minutes of inactivity for students and three hours for faculty and staff. However, it is a good idea to log out of the MyYSU Portal system if you leave your area or are not using the system.

MyYSU puts everything at your fingertips!

Class registration, financial aid, student grades/transcripts, and bill payment are all accessible from the MyYSU portal. After successful MyYSU account login, links for all of these functions can be found on the left side of the screen in the “E-Services” area.

About your MyYSU directory account

A MyYSU account is automatically created when you are accepted as a student or hired as a Faculty or Staff member. Your account is created when you become a member of one of these groups. Your account ID/user name is personalized to be your first initial, middle initial and full last name (truncated to be no longer than 32 characters). Duplicate account ID/user names are distinguished by suffixing a two-digit number to the account id/user name. An example account ID for the first repeat of the account ‘ptpenguin’ would be ‘ptpenguin01’. The account ID is provided on the acceptance letter (Students) or employee paperwork (Faculty or Staff).

If you retire from YSU, your MyYSU account will continue to stay active. If you leave the university in any other manner, your MyYSU account will be deactivated after roughly one year of inactivity but may be deactivated sooner than that.

Questions regarding YSU E-Mail, accessing MyYSU over the Web, your directory account, or configuring various YSU services are addressed in Self-Help Documents available at the [YSU Tech Desk web site](#). You can also stop by the Tech Desk on the 4th Floor of Maag Library (hours of operation are available at <http://techdesk.ysu.edu>), e-mail the Tech Desk at techdesk@ysu.edu, or contact them by phone at 330-941-1595.

Logging into your MyYSU directory account for the first time

Your account must be activated prior to your first login by following the steps below.

Please Note: Users **without** a SSN and users who have **-guest** accounts must contact the YSU Tech Desk to set up their account!

1. Go to <https://mypassword.ysu.edu/>
2. Click on **Activate New Account**
3. Perform the verification step and click **Verify**
4. Enter your **Login ID** (User Name), **Banner “Y” ID**, **Last 4 digits of SSN**, and **Date of Birth** (in YYYYMMDD format) into the respective fields and click **Activate**
5. Click **Continue** to move onto the next step
6. Enter a password for your account into the New Password and Confirm Password fields and click **Change Password**
 - a. The password should follow all guidelines presented on the page
7. Create the three required security questions and click **Save Responses**
8. Click **Continue** to finish the activation process

Once your account is set up, you can log into to your MyYSU Portal Account at <https://my.ysu.edu> with the Secure Access Login on the left or at <http://www.ysu.edu> with the “MyYSU Login” dialog on the top right of the page.