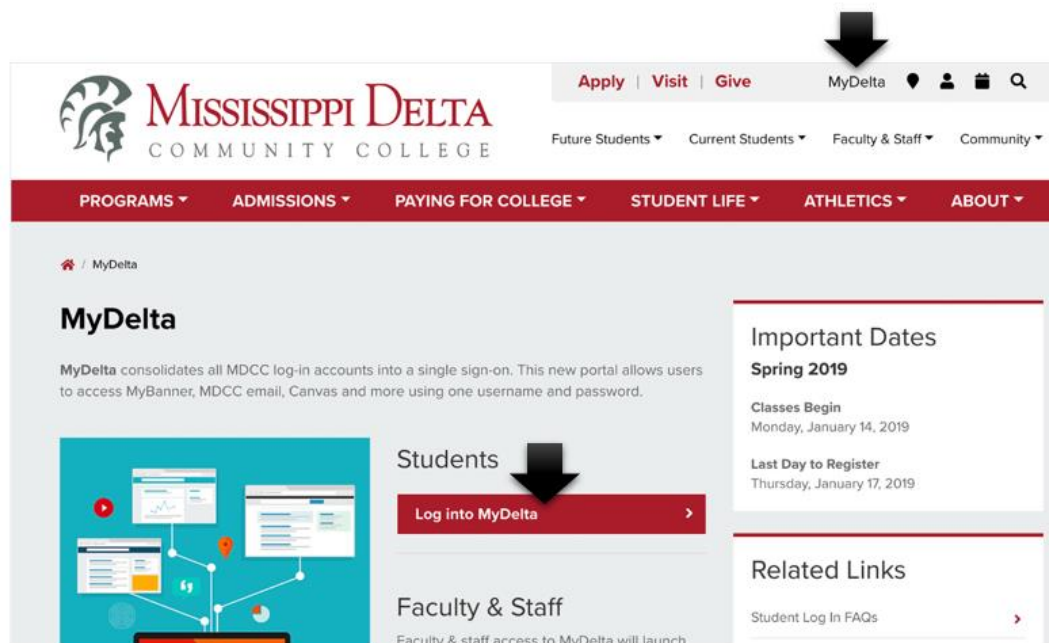# MYDELTA PORTAL LOG-IN

The MyDelta portal utilizes single sign-on (SSO) to provide students with a centralized location to log on and authenticate <u>ONCE</u> to access information and applications such as Banner, Canvas, student email, Office 365, etc.

You can access the MyDelta Portal by:

1. Accessing the MDCC website – www.msdelta.edu – and clicking on "MyDelta" at the top right; then, click on "Log into MyDelta" link under
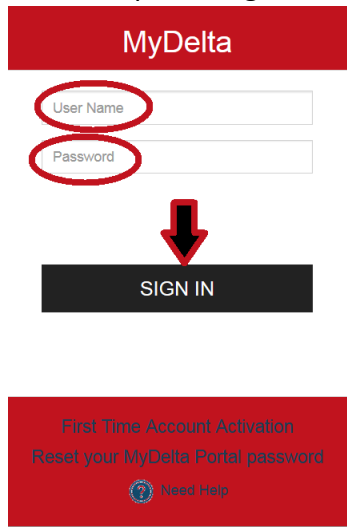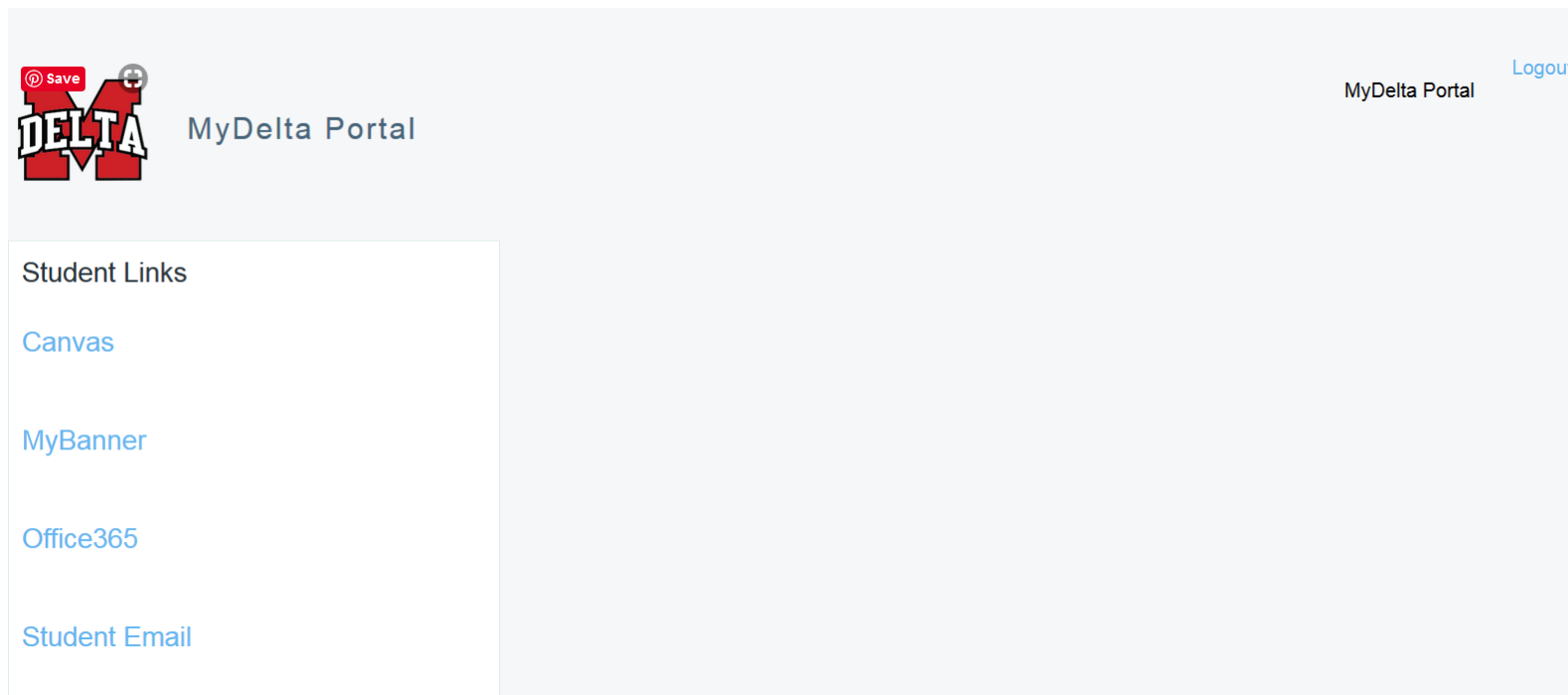

Students.

OR

2. Using the MyDelta Portal direct link – https://my.msdelta.edu.

➤ From the portal log in screen, enter your Portal User Name and password, and click the "Sign In" button.


➤ Since the MyDelta portal utilizes single sign-on (SSO) to provide students with a centralized location to log on and authenticate <u>ONCE</u>, you now have access to information and applications such as Banner, Canvas, student email, Office 365, etc. with a single click from within the MyDelta Portal.

➤ Below is more detailed information about how to use the various applications within the MyDelta Portal.

- o <u>Canvas</u> – When clicking on the Canvas link, you should automatically be authenticated using your MyDelta Portal user name and password.

- o <u>MyBanner</u> -- When clicking on the MyBanner link, you should automatically be authenticated using your MyDelta Portal user name and password.

- o <u>Office365</u> – Students have access to Office 365 Education free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams. Office 365 works like you: everywhere.
  - The first time clicking on the Office365 link, you **may** experience the following error. This is because there is about a 30-minute delay from the time you first activate your MyDelta Portal account until your Office 365 account is created.
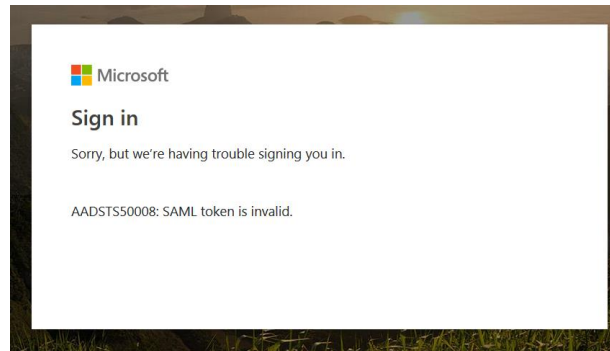
  - If your Office 365 account has been created, you'll then be prompted with the screen below to supply additional information to secure your Office 365 account. This is a requirement from Microsoft. Click the "Next" button to proceed.

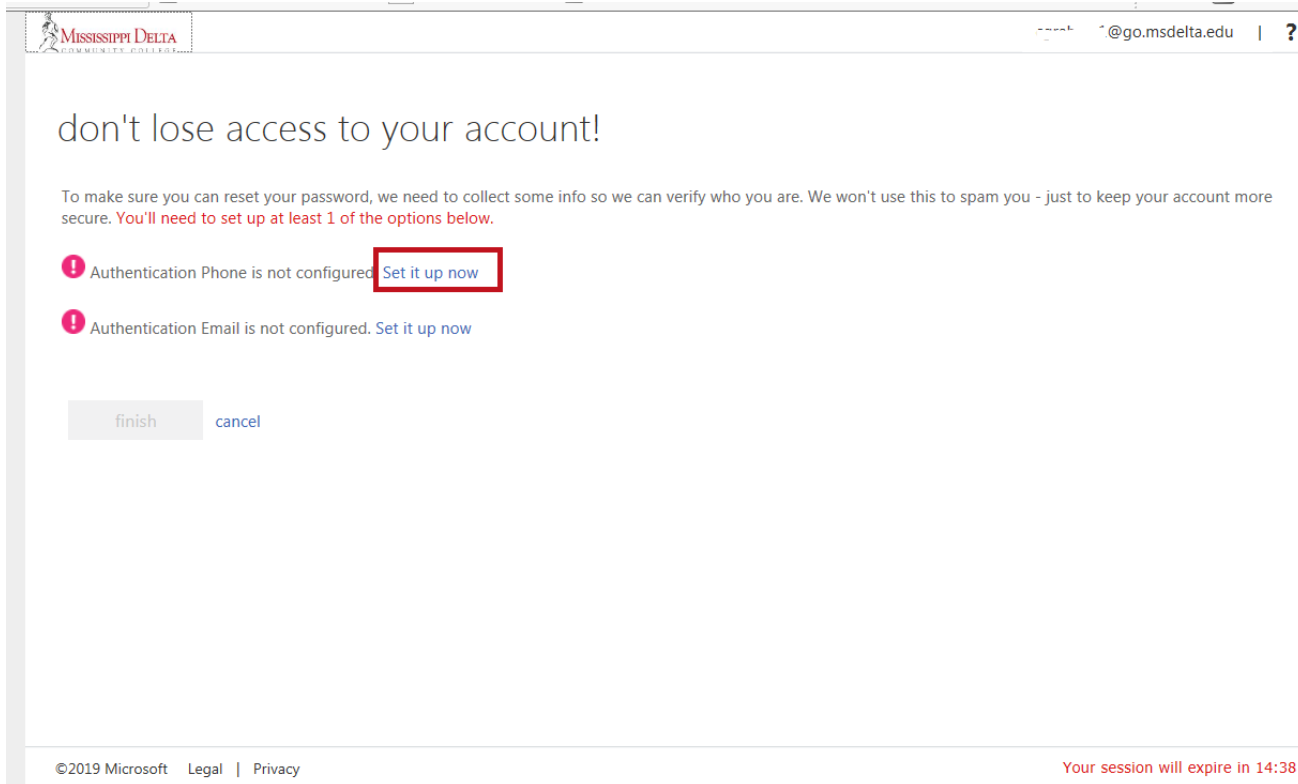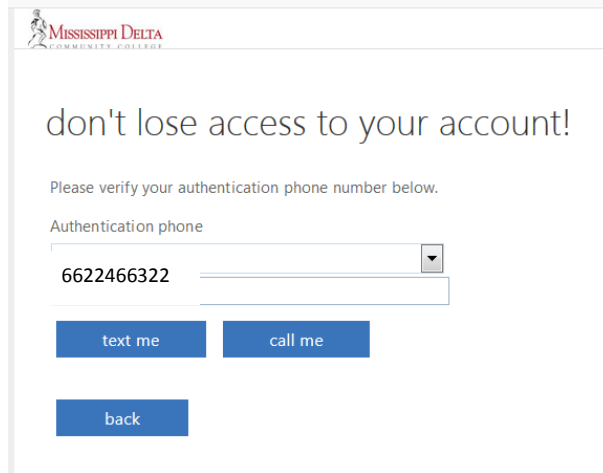- You may be prompted to enter your current password. This will be the current password that you last set for your MyDelta Portal. Click the "re-enter my password" button and enter your password.

confirm your current password

In order to keep your security information private, we need you to re-enter your current password on the next page.

re-enter my password   cancel
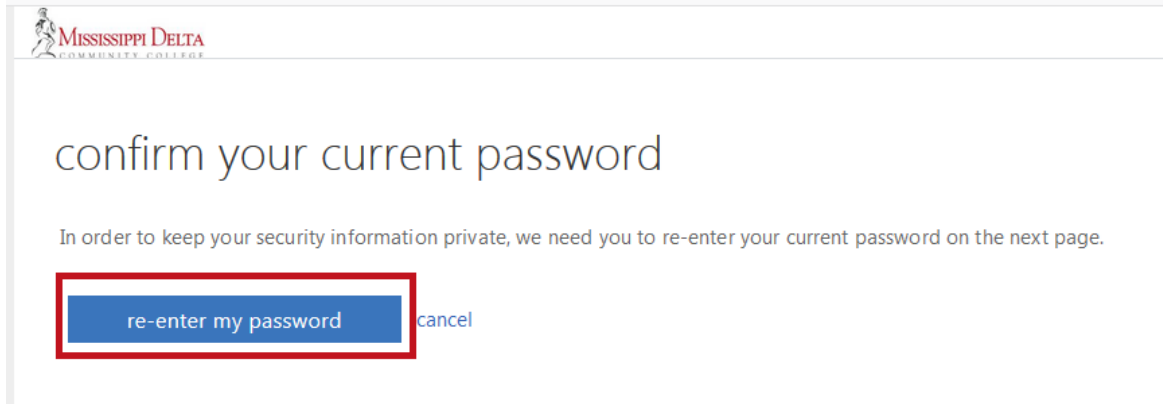
- Click the "Set it up now" link next to "Authentication Phone is not configured" to secure your account with your phone number.

@go.msdelta.edu | ?

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

Authentication Phone is not configured. Set it up now

Authentication Email is not configured. Set it up now

finish   cancel

©2019 Microsoft   Legal | Privacy   Your session will expire in 14:38

- Select United States, and then enter your phone number including the area code. Then, click either the "Text me" button or the "Call me" button to receive your verification code.
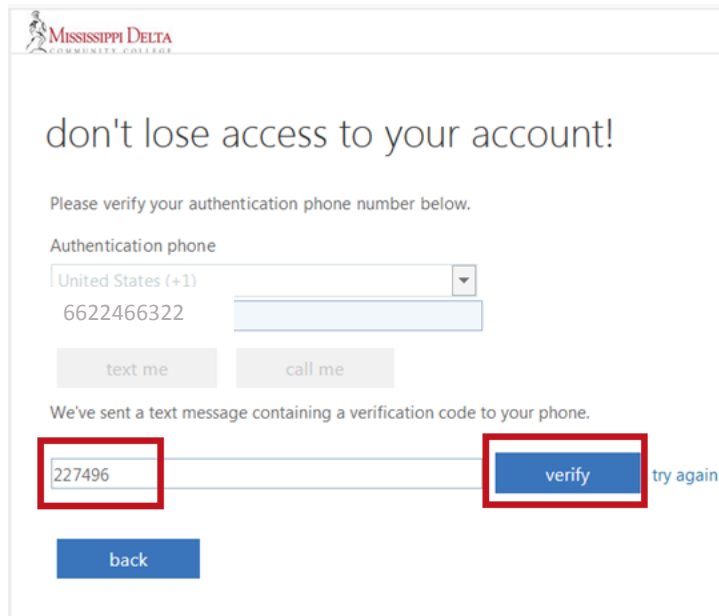
- Once you receive your verification code, enter it in the appropriate box and click the "Verify" button.
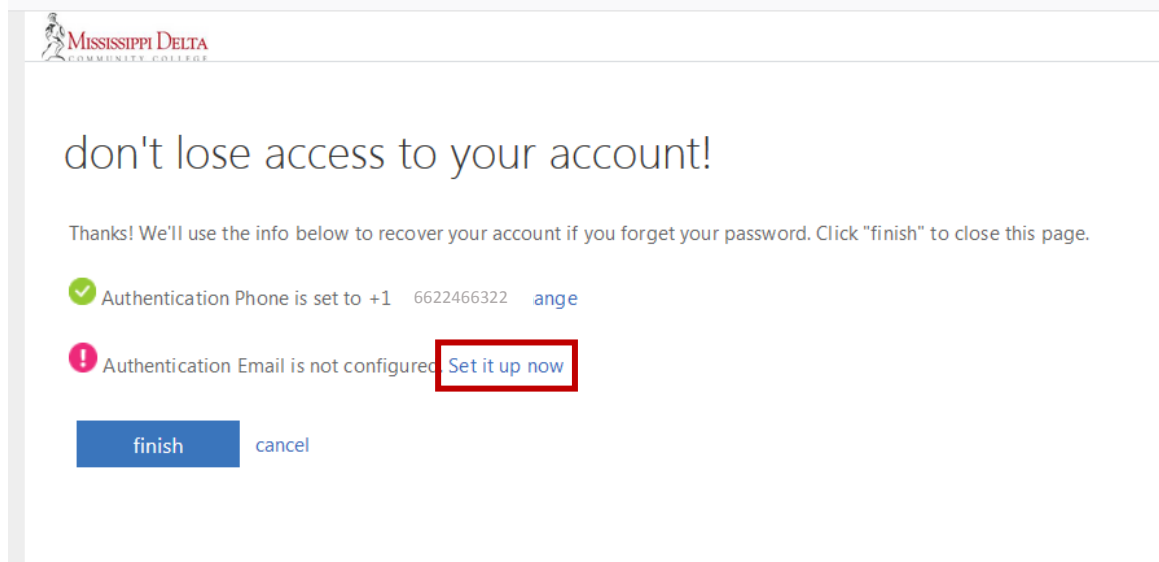
- Click the "Set it up now" link next to "Authentication Email is not configured" to secure your account with an alternate email account.

- Enter your alternate email account. This email should NOT be your MDCC student email account. Then, click the "email me" button.
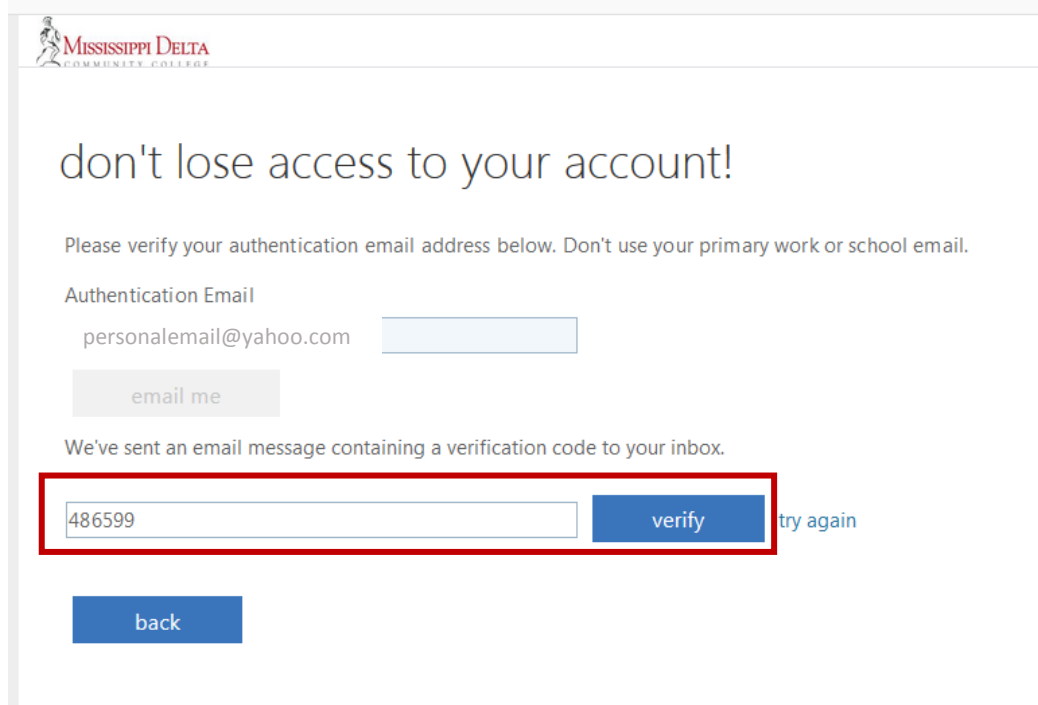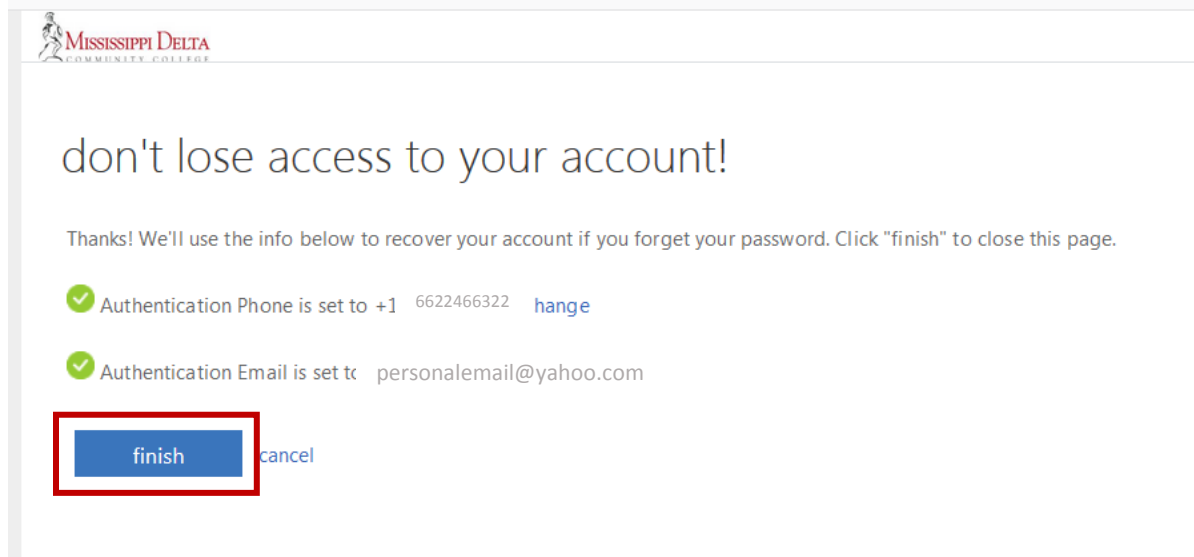
- Check your alternate email account for an email similar to the one below from Microsoft. Make note of the verification code to use in the next step.
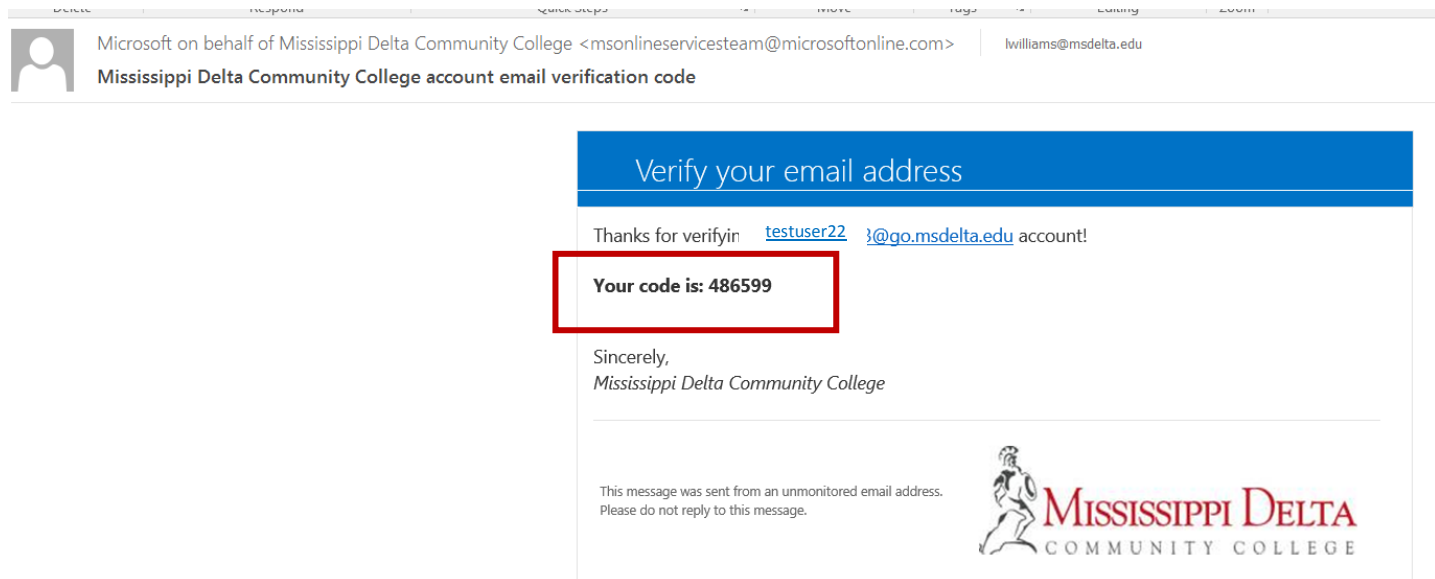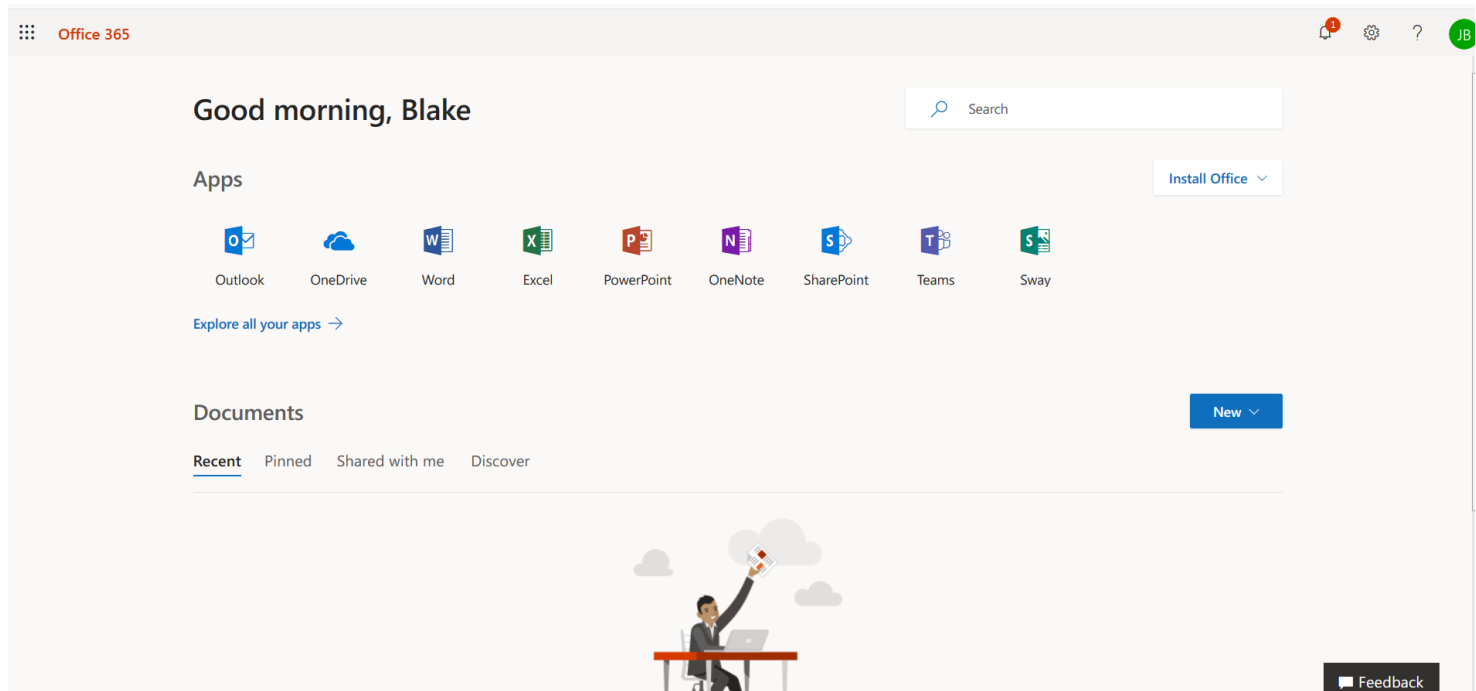

- Enter the code and click the "verify" button.

- Once both your phone and email has been verified, click the "Finish" button.

- You will then be logged in to the Office 365 dashboard.

- o Student Email – This student email link takes you your MDCC student email account. *NOTE: your student email address is your portal user name followed by @go.msdelta.edu (Ex: portalname@go.msdelta.edu). Your new student email account is powered by Office 365.
  - The first time you click on the Student Email link, if your Office 365 account has been created, you may be prompted with the to supply additional information to secure your Office 365/Student email account. This is a requirement from Microsoft. If you haven't already, following the instructions above to secure your Office 365 account.
  - Once you have secured your Office 365 account, when you click the Student Email link from within the MyDelta Portal, Outlook will open and ask you to set your Language and Time Zone. Once you've selected your language and time zone, click the Save button.
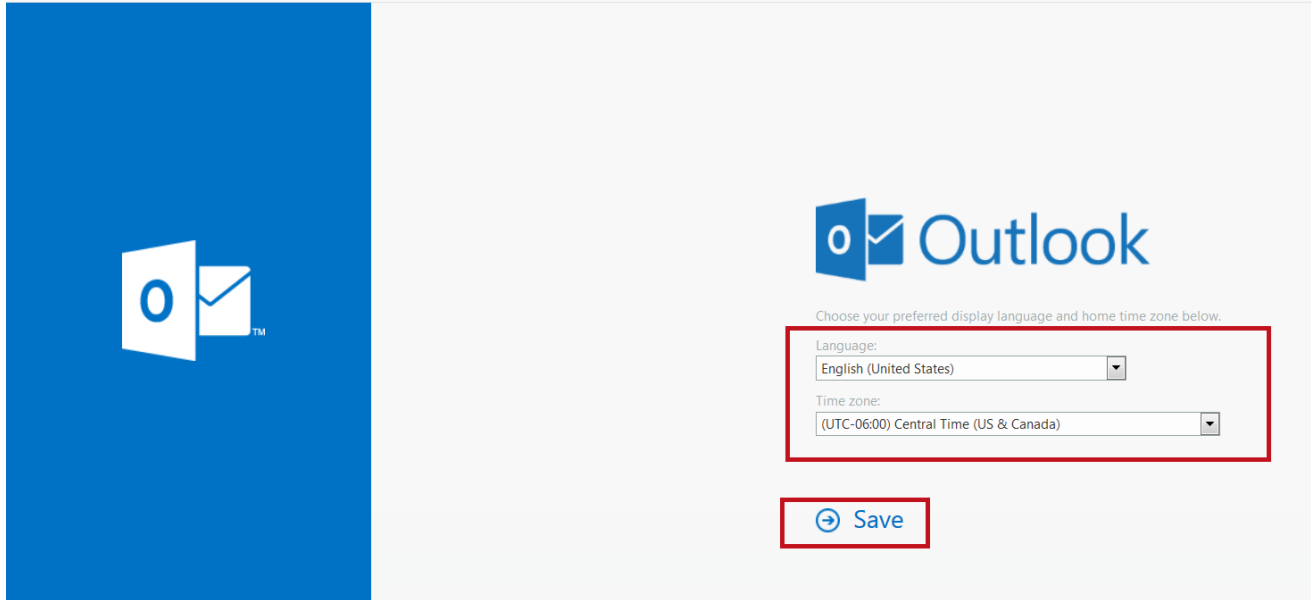
  - Then, your email should open and allow you to use it to send and receive emails.

** TO KEEP YOUR INFORMATION SECURE, ALWAYS BE SURE TO SIGN OUT OF YOUR ACCOUNTS (EMAIL, CANVAS, MYBANNER, OFFICE 365 AND MYDELTA PORTAL) WHEN NOT IN USE! **