

DUAL ENROLLMENT & EARLY COLLEGE PROGRAM

Navigating Your MySJRstate Account

Step 1: How do I get logged in to MySJRState Account? Go to www.sjrstate.edu, and click on mysjrstate.edu



Step 2: Click on the first-time user acceptance policy, listed in purple.

MySJRstate Login
Welcome to the MySJRstate Portal.
Recent Change to Login Process - Please Read
LOGIN
MySJRstate provides access to registration, e-mail, records, courses, calendars, Canvas and more - all from one secure, customized location.
It is important that you do not reveal your password to anyone, and always log out of MySJRstate and close your browser windows when you have completed your session so no one else has access to your personal records. Even if you follow an outside link, you will remain logged in until you hit the log out button.
FIRST TIME USER ACCEPTANCE POLICY
CHANGE PASSWORD
PROBLEMS LOGGING IN?

Step 3: On this screen you will use your SJR State Student ID and your personal information to access your account.



First step is to enter your personal information

- If you do not know your SJR State Student ID, click on "Do not know your Student ID?"
- Things to remember:
 - Social Security Number is entered with no dashes or spaces
 - Date of Birth 2 digits for month/2 digits for day/4 digits for year
 - Zip Code 5-digit zip code used on your application.

Second step is to click the highlighted information at the bottom.

Step 4: Once your information has been entered correctly you will click on "Accept Policy".



Step 5: After you click on the "Click here to accept policy", it will take you to another screen where you will click on the, "I Agree to Accept this College Policy".

10	lege Policies > Policy Information		
	f you agree to honor the college policy as def	ed in the attachment below click the "I Agree to Accept this College Policy" Cancel	
	College Policy/IT0113-Acceptable Techno Date Of Acceptance Acceptance Status Not Accepted	ogy Use Policy I Agree to Accept this College Policy	
	/iew College Policy		
	View Policy Policy Description		
	View Policy Acceptable Technology Use Poli	8	
	1-	1	

<u>Step 6: Once you have accepted the College Policy, the next step is to create a password for your account. Please</u> <u>follow the password requirements below.</u>

*	PASSWORD CHANGE	AS EASY AS	1,2,	,3
	1 . Accep	t College Po	olicy	
College P	olicies Needing Acceptance			
All require	ed policies have been accepted at this ti	me.		
College P	olicies Accepted			
View	College Policy	Date Of Acceptance	Acceptance	e Status
View	IT0113-Acceptable Technology Use Policy	25-SEP-13	Accepted	
				1-1
Passwor	2. Provid	e New Pass	Password Requirements	
MySJRS	StateLogin awest6			Does not contain the user's account name or parts of the user's full nam
Enter	Password			 Be at least eight characters in length Must contain at least one character from the following three categories:
Confirm	Password	Che	ck Password	 English uppercase characters (A through Z) English lowercase characters (a through z) Base 10 digits (0 through 9) Does not contain special characters (e.g., !,@,#,\$)

<u>Step 7: Once you have created your password you will see your MySJRstate login or User name. Please write this</u> down. Then at the bottom click, "Reset Password".



Click Reset Password. This process may take up to 30 seconds. Do <u>NOT</u> leave this page until you receive a message your password has been reset. Reset Password

3 Receive Success Message

Step 8: Once your password has been reset you will now be able to log into your MySJRstate account. You will need your SJR State user name and password to enter into your account.

ign In	
slogin.sjrstate.edu	
Type your user name and password.	
User name:	Example: Domain\username
Password:	
	Sign In

This information is also located at http://www.sjrstate.edu/dual.html, on the right side of the screen, under presentations.

9. <u>ONLINE CLASSES</u> - If you are taking online courses through SJR State, you will need to be sure you can access your classes through Canvas, SJR State's online learning platform. In order to access your courses, you would click the Canvas link on the right-hand side of the main screen after you log in to your MySJRstate account.

				E R g e	MySJRstate 🕨	Home	
	MySJRstate Employee	•	Faculty	• Fa	aculty/Staff Email	Student 🔻 🛛 I	
	News & Happenings	_ibra	ary My	/Tab	SJRState Web Page	IE/SACS/R	
	MYSJRState Home						
	Academic Calendar Banner Banner Web/Self Service Canvas		SJR State Announcements				
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	College Catalog &		Academic		Calendar		
	Course Availability		All dates	and tir	nes subject to change		
	MuCiboo			_			
	My Departmental Leave			7		SJR S	
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10. <u>DEGREE WORKS</u> - After you have accessed your MySJRstate account, please consult your Degree Works to check your student progress. This advising tool allows the student to see which courses they have taken toward their degree, which courses they need to register for, and overall progress. Degree Works is listed under the student tab on the homepage of your MySJRstate account. Highlighted below.

