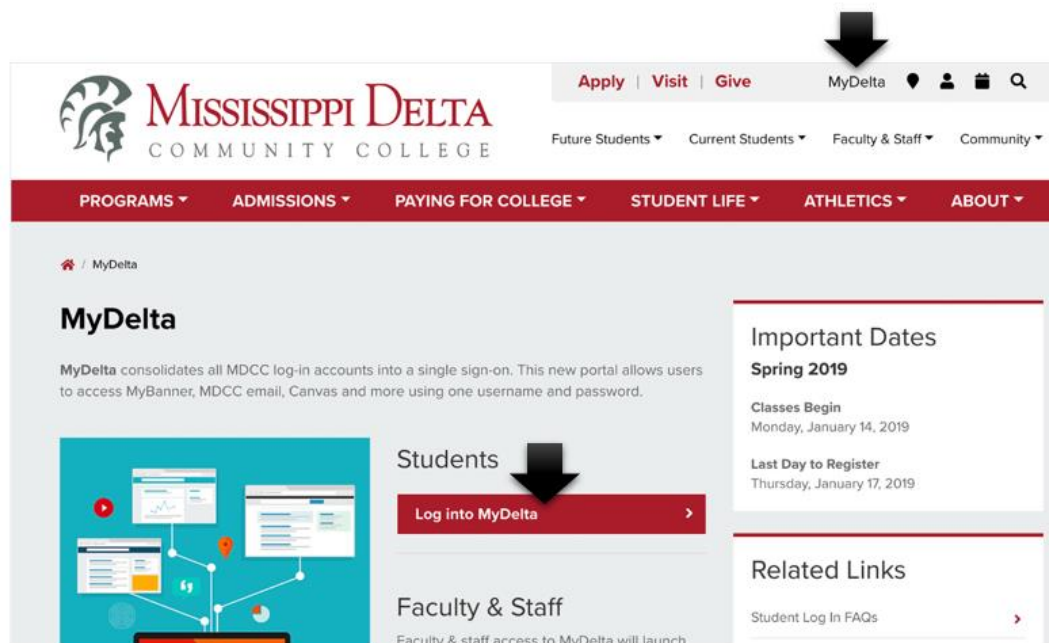


MYDELTA PORTAL LOG-IN

The MyDelta portal utilizes single sign-on (SSO) to provide students with a centralized location to log on and authenticate ONCE 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

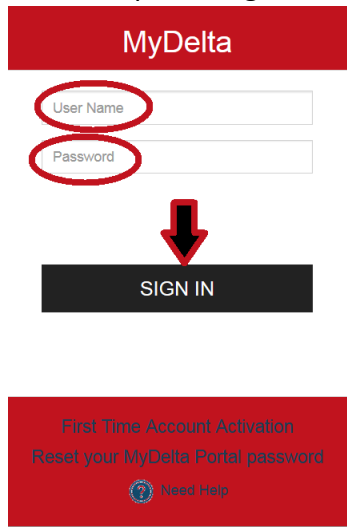


Students.

OR

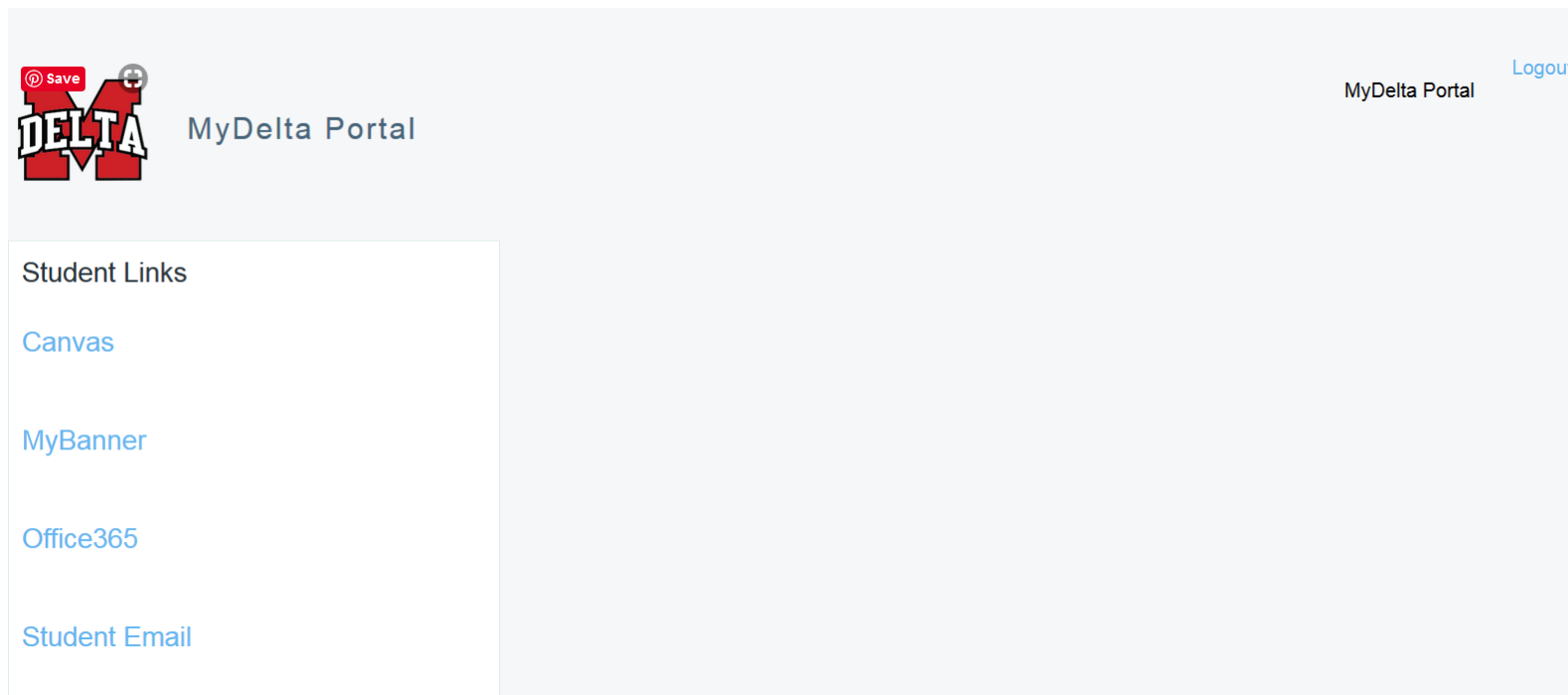
2. Using the MyDelta Portal direct link – <https://my.msdelta.edu>.

- From the portal log in screen, enter your Portal User Name and password, and click the “Sign In” button.



The image shows the MyDelta login interface. At the top is a red header with the text "MyDelta". Below the header are two input fields: "User Name" and "Password", both of which are circled in red. A large red arrow points downwards from the input fields to a black button labeled "SIGN IN". At the bottom of the page, there is a red footer containing the text "First Time Account Activation" and "Reset your MyDelta Portal password", along with a "Need Help" link and a question mark icon.

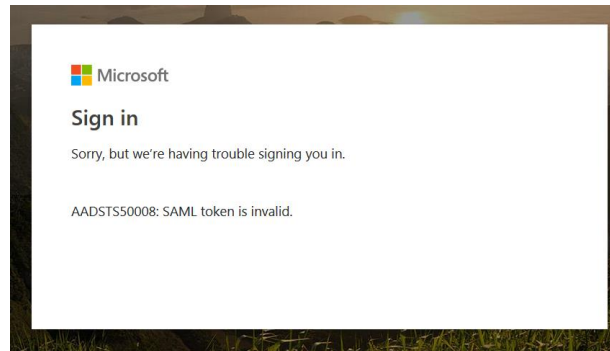
- Since the MyDelta portal utilizes single sign-on (SSO) to provide students with a centralized location to log on and authenticate ONCE, you now have access to information and applications such as Banner, Canvas, student email, Office 365, etc. with a single click from within the MyDelta Portal.



The image shows the MyDelta Portal dashboard. At the top left is the Delta logo, which includes a "Save" button and a plus sign icon. To the right of the logo is the text "MyDelta Portal". In the top right corner, there is a "Logout" link. Below the logo and text, there is a "Student Links" section with a list of links: "Canvas", "MyBanner", "Office365", and "Student Email".

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

- [Canvas](#) – When clicking on the Canvas link, you should automatically be authenticated using your MyDelta Portal user name and password.
- [MyBanner](#) -- When clicking on the MyBanner link, you should automatically be authenticated using your MyDelta Portal user name and password.
- [Office365](#) – 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.



testuser22 @go.msdelta.edu

More information required

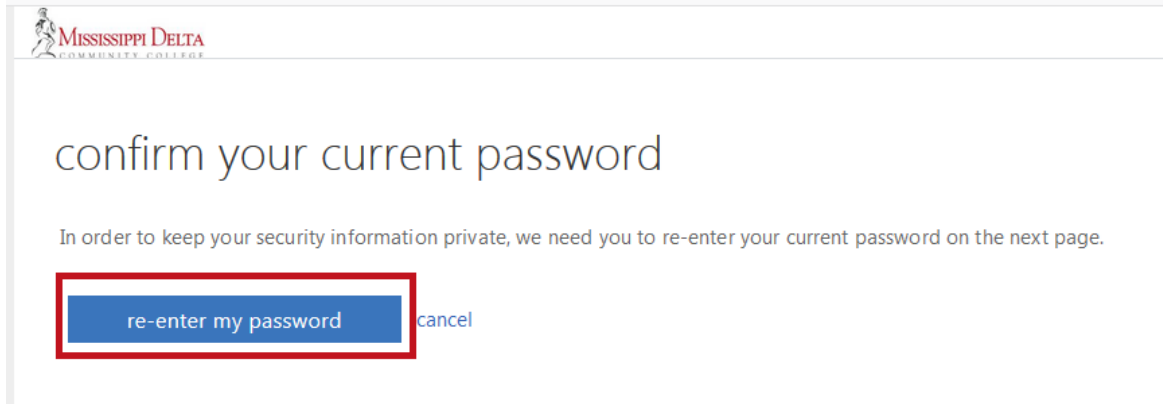
Your organization needs more information to keep your account secure

[Use a different account](#)

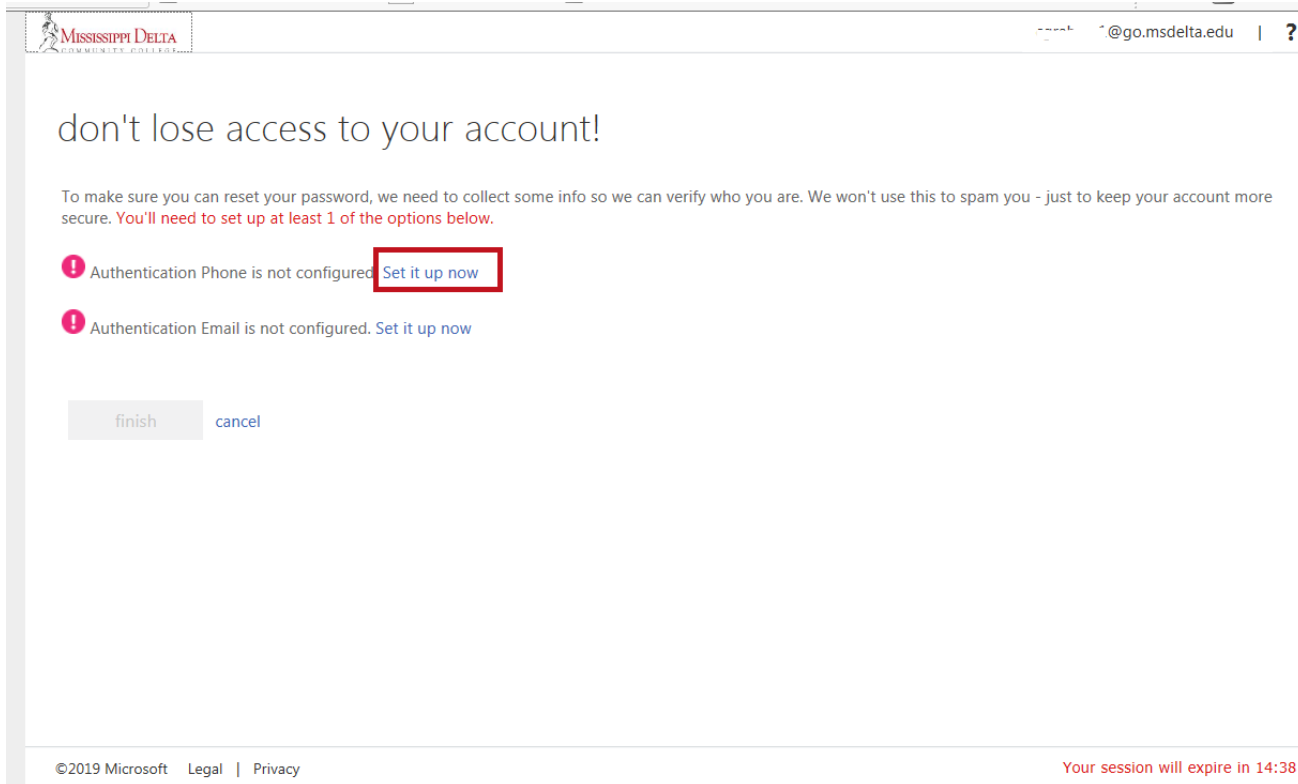
[Learn more](#)

Next

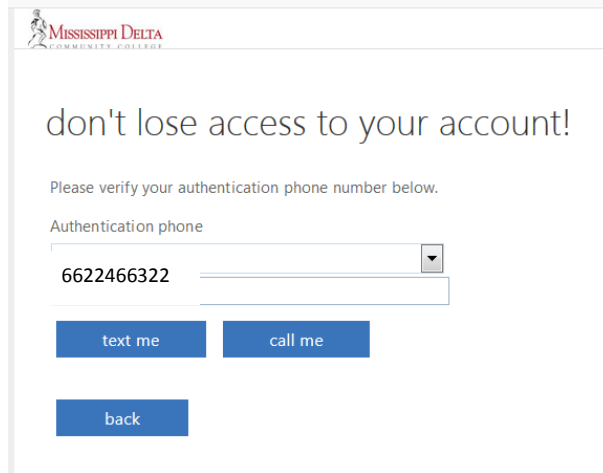
- You may be prompted to enter your current password. This will be the current password that you last set for your MyDelta Portal. Click the “re-enter my password” button and enter your password.



- Click the “Set it up now” link next to “Authentication Phone is not configured” to secure your account with your phone number.



- 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.



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COMMUNITY COLLEGE

don't lose access to your account!

Please verify your authentication phone number below.

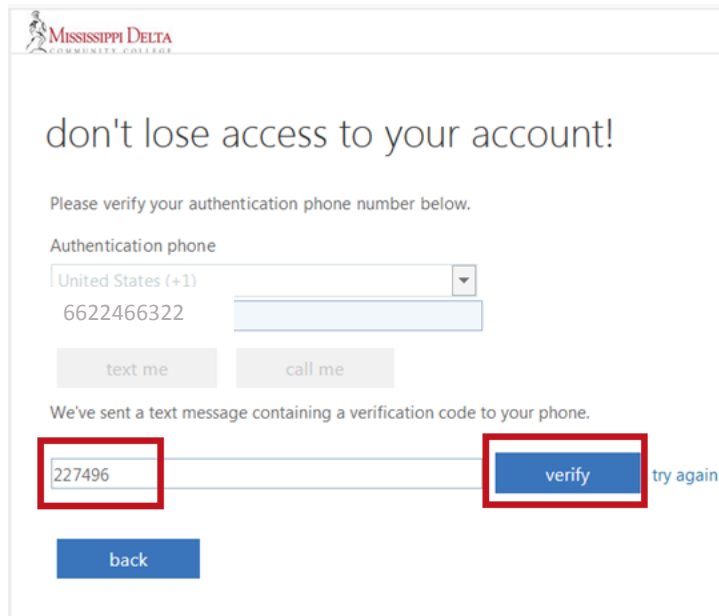
Authentication phone

6622466322

text me call me

back

- Once you receive your verification code, enter it in the appropriate box and click the “Verify” button.



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don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

6622466322

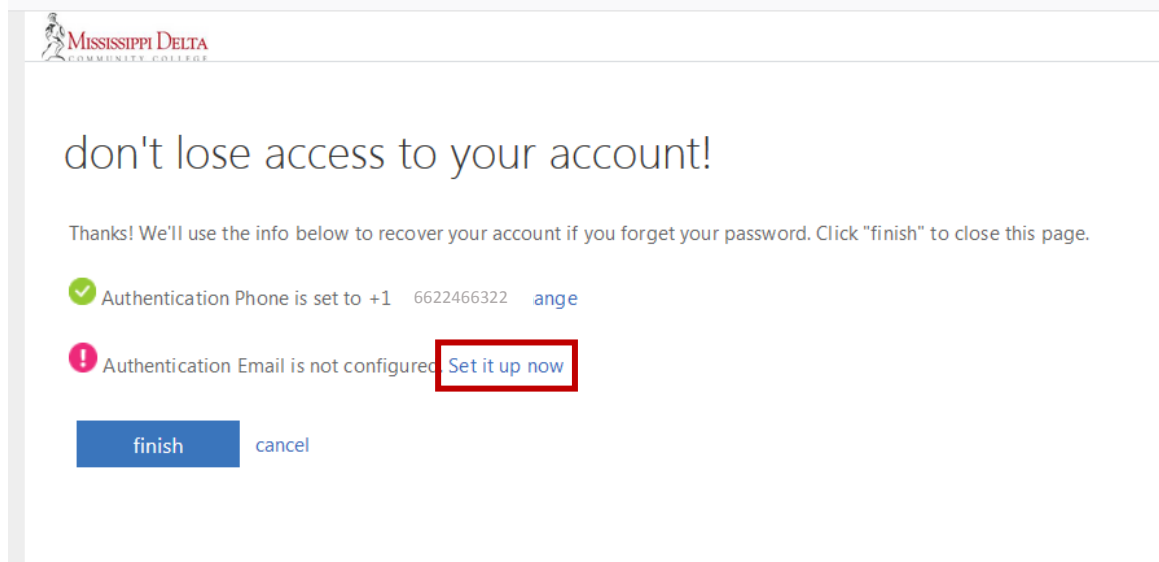
text me call me

We've sent a text message containing a verification code to your phone.

227496 verify try again

back

- Click the “Set it up now” link next to “Authentication Email is not configured” to secure your account with an alternate email account.



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don't lose access to your account!

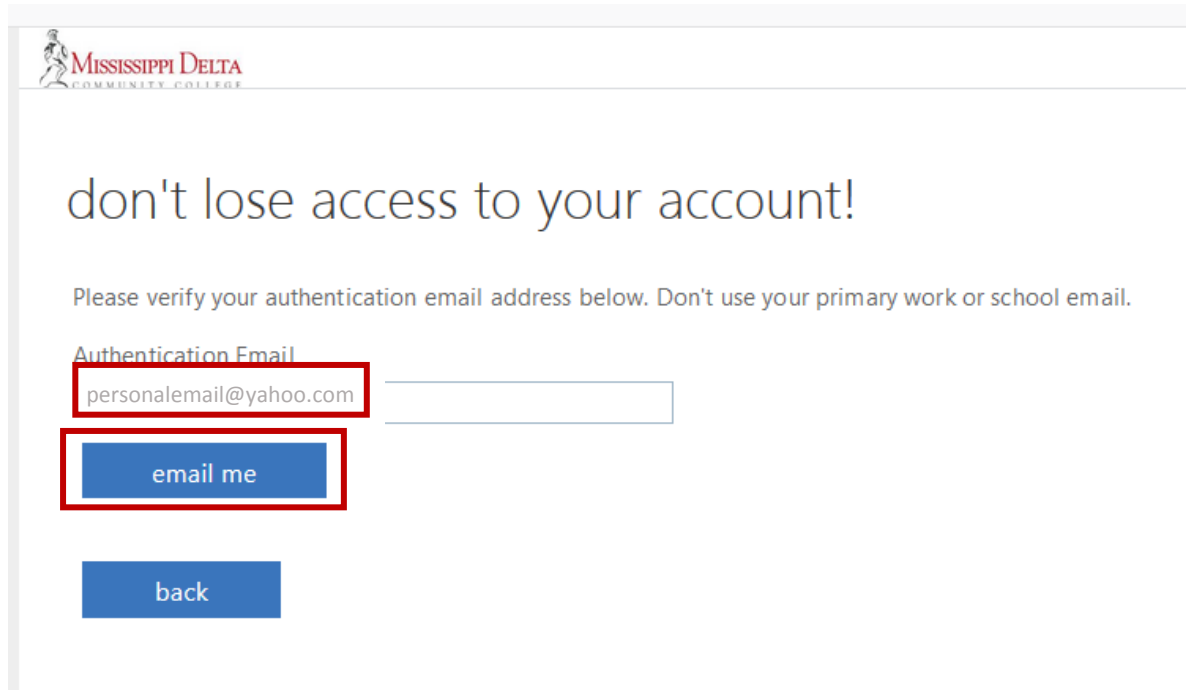
Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✔ Authentication Phone is set to +1 6622466322 [change](#)

! Authentication Email is not configured [Set it up now](#)

[finish](#) [cancel](#)

- Enter your alternate email account. This email should NOT be your MDCC student email account. Then, click the “email me” button.



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don't lose access to your account!

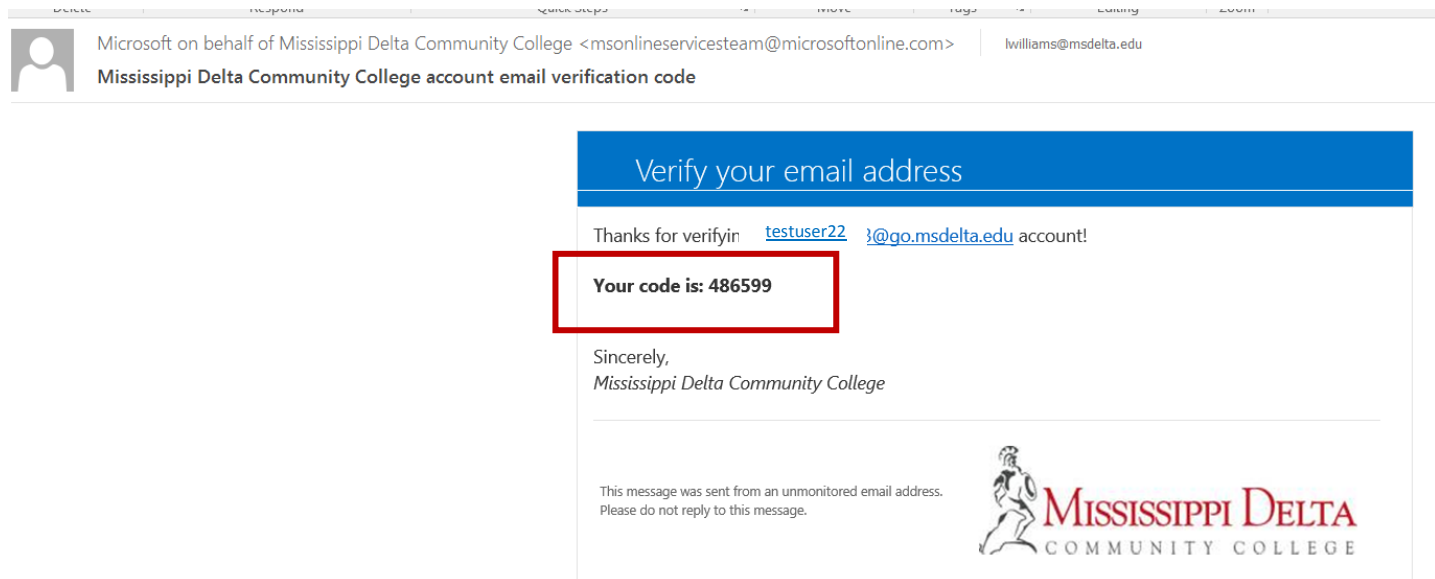
Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

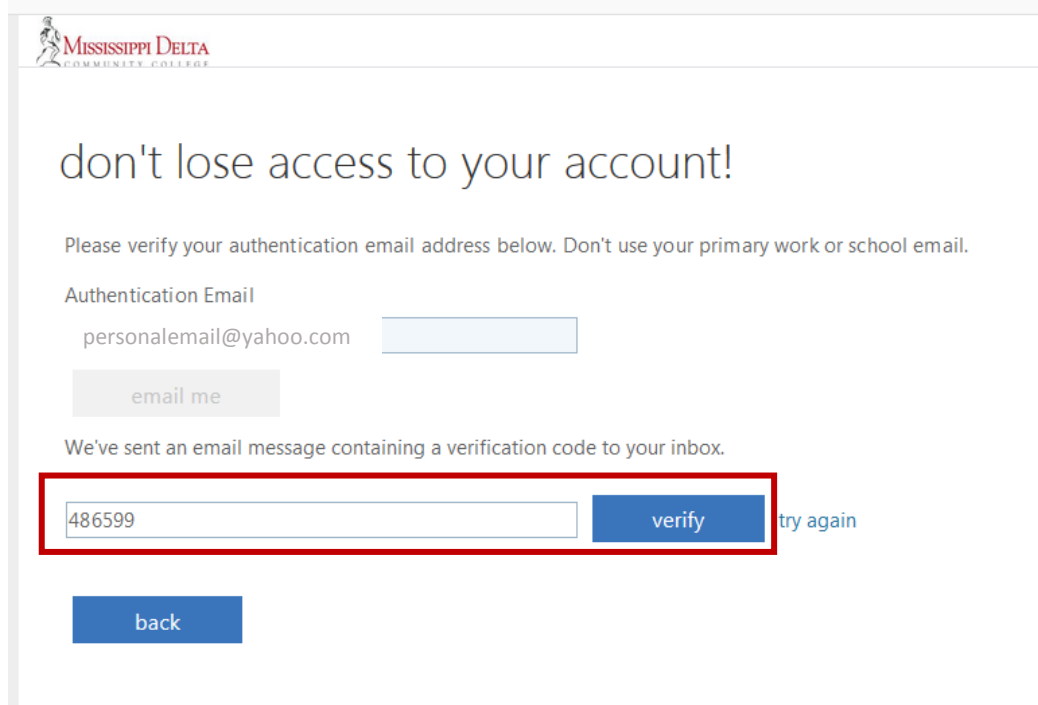
[email me](#)

[back](#)

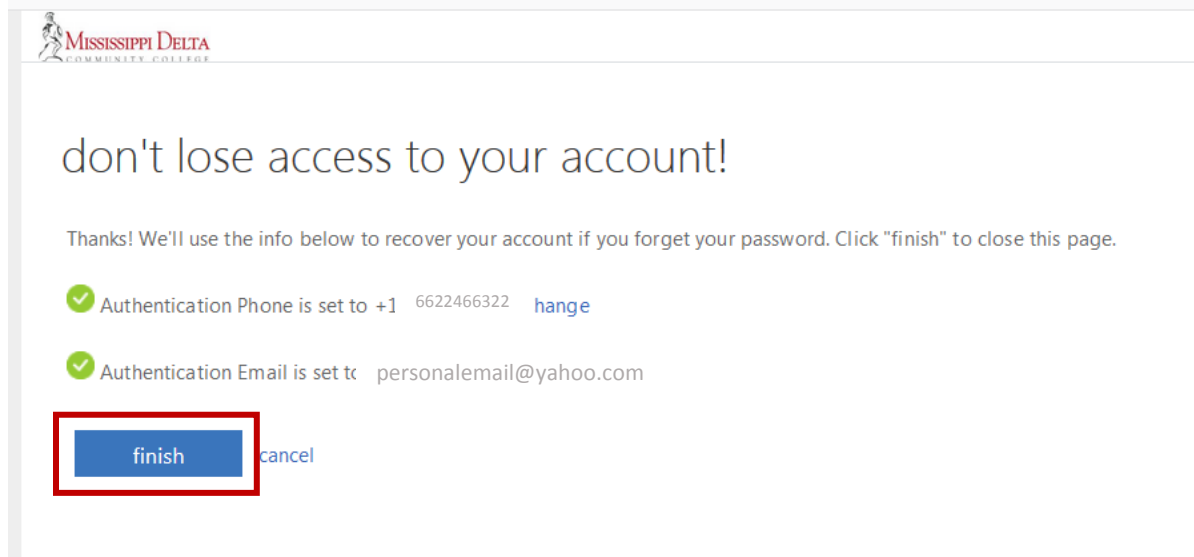
- Check your alternate email account for an email similar to the one below from Microsoft. Make note of the verification code to use in the next step.



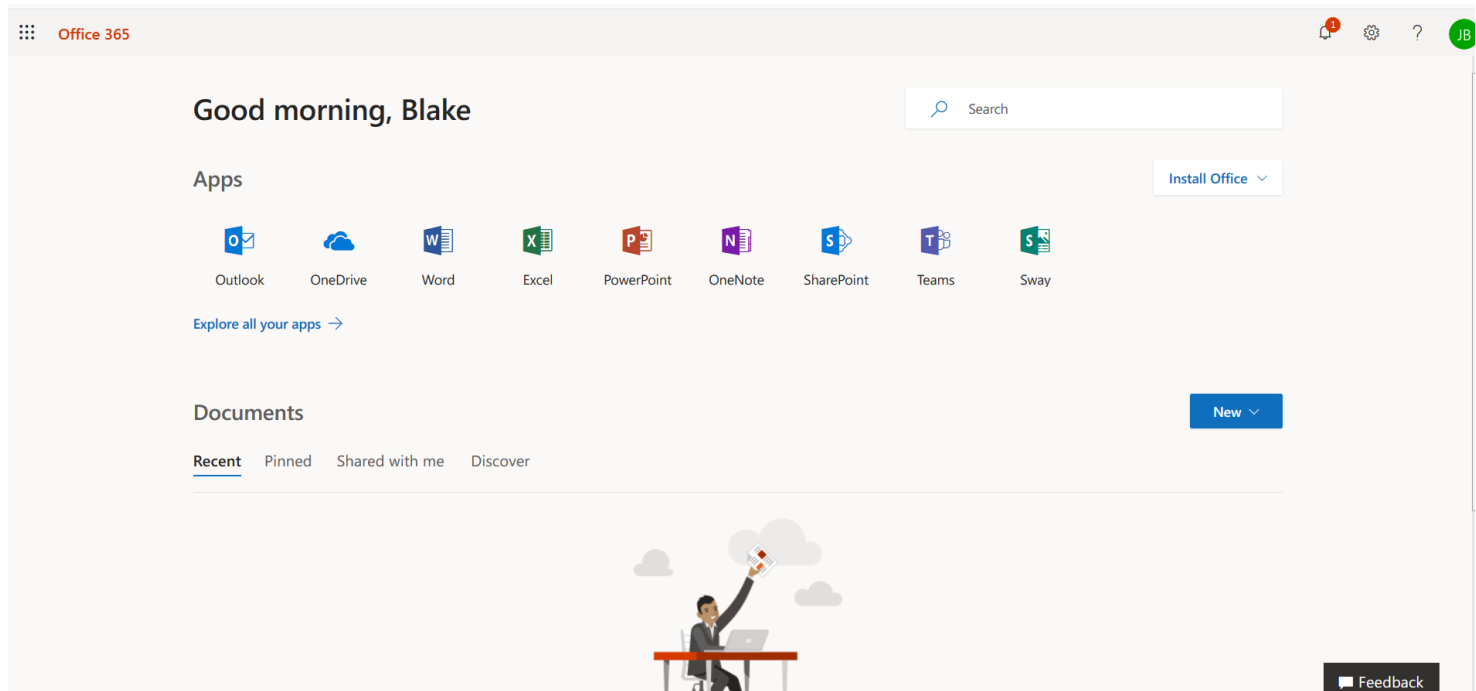
- Enter the code and click the “verify” button.



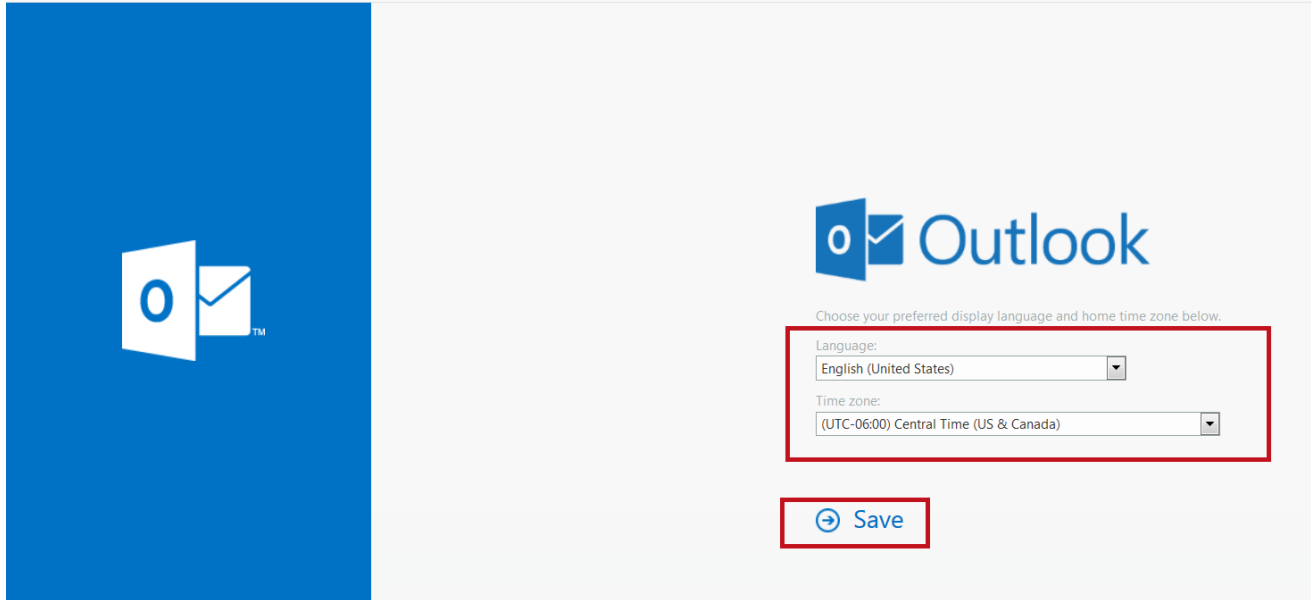
- Once both your phone and email has been verified, click the “Finish” button.



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



- **Student Email** – This student email link takes you to 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! ****