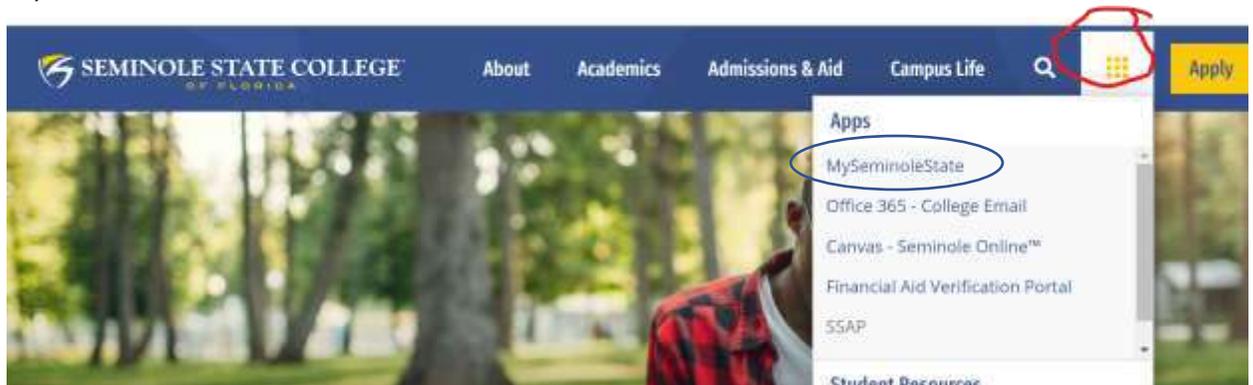


How to set up your MySeminoleState account

- Go to https://my.seminolestate.edu/psc/PAPRD/EMPLOYEE/EMPL/c/NUI_FRAMEWORK.PT_LANDING_PAGE.GBL?& or follow these directions:

Go to www.seminolestate.edu click on the little boxes circled below and then click on MySeminoleState



- When you get to the page click on the tile that says “Create MyState account”.



The page will look like this:

Create new MySeminoleState Account

Social Security #: Date of Birth: MM/DD/YYYY

Why does Seminole State need my Social Security Number?

Login Name: USE CAPITAL LETTERS
Enter a Login Name between eight and fifteen characters in length (letters & numbers only, no spaces or punctuation).
Seminole State will CAPITALIZE your Login Name. Your Login Name is your universal access ID to all Seminole State computer resources.
Example: JOHNDOE1, 123JANE

Password: Password is Case Sensitive
Enter a Password with at least eight (8) characters. It must contain at least one number and one of the following characters: ! @ # \$ % ^ & * () - _ = + \ | [] { } ; : / ? . , > <

Confirm Password:

Question:
If you forget your password, you can have it reset electronically. Select a question and provide your response below. They will be used to authenticate you.

Response:

Complete all of the fields above and press Save

- Where it asks for Social Security number you will need to enter G00 (G zero zero) and then your Seminole State ID number. If you don't know your Seminole State ID number you can email us at dualenrollment@seminolestate.edu and we will look it up for you. Make sure you send us your full name and birthdate so we can find your information.
- Complete the rest of the information on the page. **Make sure you write down your user ID and password because you will need it again.** If you have any issues contact the Seminole State Help Desk at helpdesk@seminolestate.edu. (407)708-2000

Seminole State Email – Live Mail

It is important that you set this up!

The college gives every Seminole State student a student email account through Microsoft Office 365. This is your official college email that you should be checking regularly. This is where we will send important information that you need to know while you are taking classes. If you need to

You must set up your MySeminoleState account a day or two before you can set up your email account.

To set up your Live Mail account go to: <https://www.seminolestate.edu/student-email>

Click on the link that says: “First-time user instructions”. It is on the left in the menu. Follow the instructions to set up your account.

Your MySeminoleState user name will be the first part of your college email address. Then the rest of the address will be @live.seminolestate.edu.

You will find directions to forward your college email address to another email address on this website as well to make it easier for you to remember to check.

Canvas account

The college uses Canvas for online classes. Even if you are in a classroom course you will probably be required to use Canvas as part of the class. It is important that you set up your account early so you are ready when classes begin. Instructors expect online students to start classes on the first day of the semester and complete an assignment within the first few days or they will withdrawal you for non-attendance.

You must have your MySeminoleState account set up a day or two before you can set up Canvas.

- Go to <https://www.seminolestate.edu/online/canvas/canvas-login> and you will find step by step directions to set up your log in account. Please follow the directions carefully!
- There is also a Frequently Asked Questions link on the page that you can look through. Take some time and get to know how to use the system before class begins.

NOTE: Your class will not show up on Canvas until the first day of the semester. To find the dates of the semester please check the Academic Calendar at:

<https://www.seminolestate.edu/catalog#tab-calendars>

For Dual Enrollment questions email us at: Dualenrollment@seminolestate.edu

For technical questions email the help desk at: helpdesk@seminolestate.edu