get connected
4 Easy Steps for Dual-Credit Teachers

MURRAY STATE UNIVERSITY

① Welcome to *my*Gate

- o When the credentialing process has been completed, you can call the Service Desk at 270.809.2346 to get your myGate username and temporary password.
- o Log in with those credentials at http://mygate.murraystate.edu
- o Once you login, follow **step 2** below to set a new myGate password and consolidate the rest.
- o Take note of your M-number at the top of the screen. myGate is a central location for reporting leave time, viewing course rosters, submitting grades, advising students, and other important tasks.

②

RacerMail
email | calendar | docs

canvas

🖥 Network

Consolidate Your Passwords – Users have the option to set the same password for our 4 major systems, 3 of which use the same username. To do this, use the Consolidated Credentials "Change Password" button. Follow the on-screen instructions to set a password for all systems.

To keep your passwords consolidated, return to this page each time your password expires and consolidate them.

*If you prefer to set separate passwords use the "Change Password" option under each system name. Consolidated credentials is recommended for most users.

*Your email address is listed below the "Consolidated Credentials" box.

AccountServices

New: Consolidated Credentials
Use this new feature to set your myGate/Canvas, RacerMail and Network system passwords at the same time. For more information on this new service, click here.

*This is the recommended option for most users.

CHANGE PASSWORD

③ Canvas

Canvas is our Learning Management System where you may wish to deliver course content to students, such as your syllabus.

Go to http://canvas.murraystate.edu and log in with the password you created in step 2. Your Canvas credentials are the same as your myGate credentials.

Mandatory Training
Check with your Department Chair to see if you need to take any of the mandatory trainings in Canvas.

More information about Mandatory Training can be found at www.murraystate.edu/mandatorytraining

④ Network & RacerMail

All dual-credit teachers have an @murraystate.edu email account. Murray State University considers your RacerMail email account an official form of MSU communication that should be checked regularly. **If you do not plan to check your MSU email account, please forward your email address to your school email address.**

To log in to your RacerMail account, go to http://racermail.murraystate.edu. Use your MSU email address and the password created in step 2.

Network accounts allow access to library resources from off-campus.

If you need additional assistance, please contact:
the **Service Desk** at 270.809.2346, M-F, 8am-4:30pm CST, OR
click the **Service Catalog** tab at the top of RacerNet (campus.murraystate.edu)