

# get connected

## 4 Easy Steps for Staff

### 1 Welcome to *myGate*

- Once your PA (Personnel Action) form has been completed and fully processed, you can call the Service Desk at 270.809.2346 to get your myGate username and temporary password.
- Log in with those credentials at <http://mygate.murraystate.edu>
- Once you login, follow **step 2** below to set a new myGate password and consolidate the rest.
- Take note of your M-number at the top of the screen. myGate is a central location for reporting time, accessing leave details, registering for parking passes, and other important tasks.

### 2



**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.



### 3 Canvas

#### 3

Your Canvas credentials are the same as your myGate credentials.

Go to <http://canvas.murraystate.edu> and log in with the password you created in step 2.

#### Mandatory Training

All employees will use Canvas to take the annual Title IX Harassment Prevention training, as well as other mandatory trainings such as FERPA.

More information about Mandatory Training can be found at [www.murraystate.edu/mandatorytraining](http://www.murraystate.edu/mandatorytraining)

#### 4

### Network & RacerMail

All MSU employees have an @murraystate.edu email account. Murray State University considers your RacerMail email account an official form of MSU communication which should be checked regularly.

**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.

You will use your Network Account to log in to campus computers as well as access library resources from off-campus.

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