

Scheduling Appointments with Students Outside of Advising/Instructor Connections

General Overview:

Graduate Assistants and Teaching Assistants may have access to both the faculty/staff and student sites. For access to the staff site, always use your employee-based credentials (StarID@minnstate.edu) to ensure you are in your Staff role within the system. We encourage you to try logging in with an **Incognito browser** if you are experiencing login difficulties.

<u>Calendar Sync</u> – ONLY NECESSARY if you are holding student appointments. (If you need to sync your calendar, only sync your MavCONNECT calendar to your <u>employee-based MNSU calendar</u> once available (instructions are in the <u>Quick Start Guides</u> on Teams or on the MavCONNECT website.) DO NOT SYNC UNDER YOUR STUDENT ACCOUNT.

To access MavCONNECT from a student perspective, use the MavCONNECT <u>Student Desktop login</u> or the <u>Student App</u> (Navigate on the App Store, MavCONNECT by EAB Navigate – we encourage you to download the app). All TA/Instructors and some GAs will have employee-based credentials. If you do you MUST log into the student site using your employee-based credentials. We encourage you to try logging in with an Incognito browser if you are experiencing login difficulties.

These login points can also be found on the <u>MavCONNECT website</u>. NOTE: there are separate login points for students and staff.

Logging into MavCONNECT STAFF SITE using Staff Credentials as a Graduate/Teaching Assistant

- Open an incognito browser
- Navigate to <u>MavCONNECT</u> Home Page
- Click on Faculty / Staff login link



- Use your <u>starid@minnstate.edu</u> login credentials no 'go' in the email
- Use your standard starid password
- Should open to a MavCONNECT Staff role page

Logging into MavCONNECT STUDENT SITE using Staff Credentials as a Graduate/Teaching Assistant

- Open an incognito browser
- Navigate to <u>MavCONNECT</u> Home Page
- Click on Student Desktop Login



MavCONNECT serves as the University's student success platform and is designed to coaches, and other staff together in a coordinated and collaborative network to supp progress and degree completion experience. Our newest version of MavCONNECT, Ma August 1st, 2023! Check out the resources below for more information on this trans



- Use your <u>starid@minnstate.edu</u> login credentials no 'go' in the email
- Use your standard starid password
- Should open to a MavCONNECT Student Home Page with access to all of your student information.

Additional Resources: https://www.mnsu.edu/mavconnect/mavconnect-resources/