KSU Today: Log In/Opt-In

KSU Today is a tool for campus-wide delivery of announcements to faculty and staff. Submitted messages are compiled and delivered via email at the same time each day on an opt-in basis. Using the email digest, you may directly access a specific post using the link provided within the digest. If you are not already logged in to KSU Today, you will be re-directed to the login screen before viewing the post. The following explains how to opt-in to the email digest:

1. In your preferred browser, navigate to https://ksutoday.kennesaw.edu.
2. Click Log In.

3. The Sign In window will appear. Enter your KSU Email Address and password (See Figure 2).
4. Click Sign In (See Figure 2).
5. You will be directed to the *Duo Authentication* window to verify your identity. Follow the appropriate steps to provide verification.  
**Note:** To access instructions for Duo setup and verification, please visit the [UITSC Documentation Center](#).

![Duo Verification](image1.png)

**Figure 3 - Duo Verification**

6. Following verification, you will be directed to the *KSU Today Home* page.  
7. In the *User Menu*, click **Manage Email Subscription**

![User Menu](image2.png)

**Figure 4 - Manage Email Subscription**
8. The *KSU Today, Delivered* window will appear. Click **Opt-In** to begin receiving the daily digest email.

![KSU Today, Delivered](image)

*Figure 5 - Opt In*

**Note:** Once you select Opt-In, you will begin receiving digest messages the following day and continue to receive messages until you Opt-Out.

9. To log out, in the *User Menu*, click **Logout**. (See Figure 6).

![KSU Today Home Page](image)

*Figure 6 - KSU Today Home Page*

10. For instructions on viewing and searching posts, please visit the [UTS Documentation Center](http://uits.kennesaw.edu/).

For additional support, please contact the KSU Service Desk

**KSU Service Desk for Faculty & Staff**
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- Website: [http://uits.kennesaw.edu/](http://uits.kennesaw.edu/)

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