

## KSU Today: Log In/Opt-In

KSU Today is 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**.

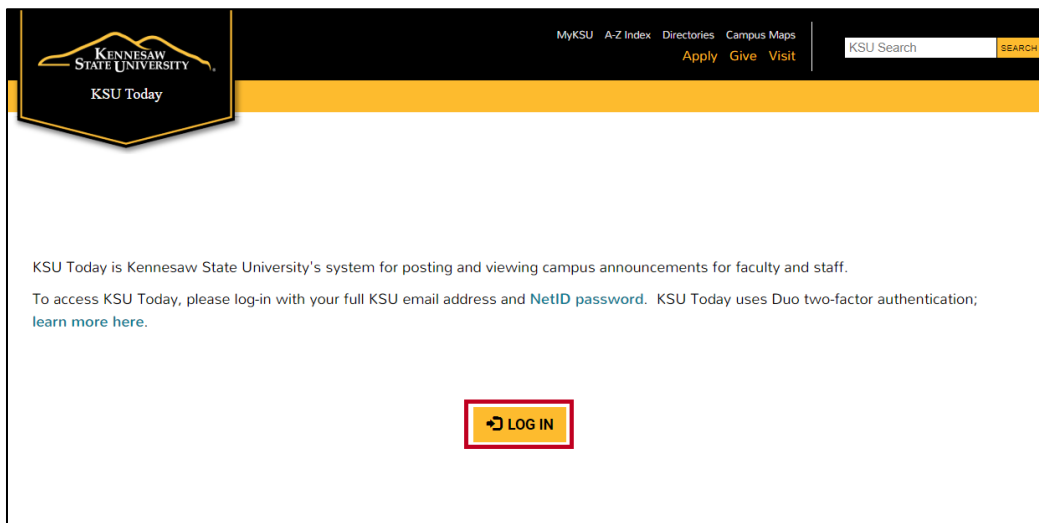


Figure 1 - Login

3. The *Sign In* window will appear. Enter your **KSU Email Address** and **password** (See Figure 2).
4. Click **Sign In** (See Figure 2).

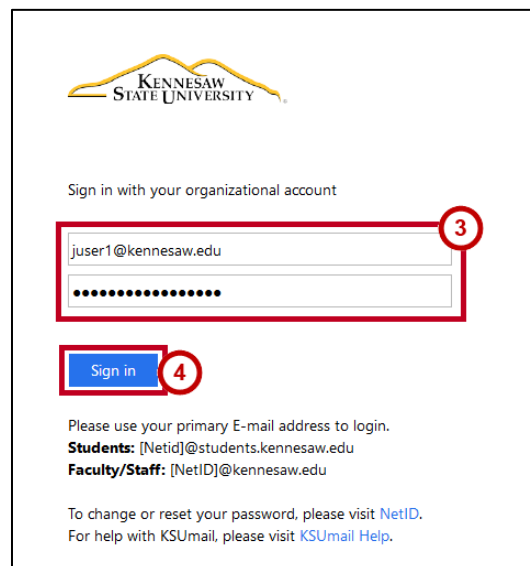
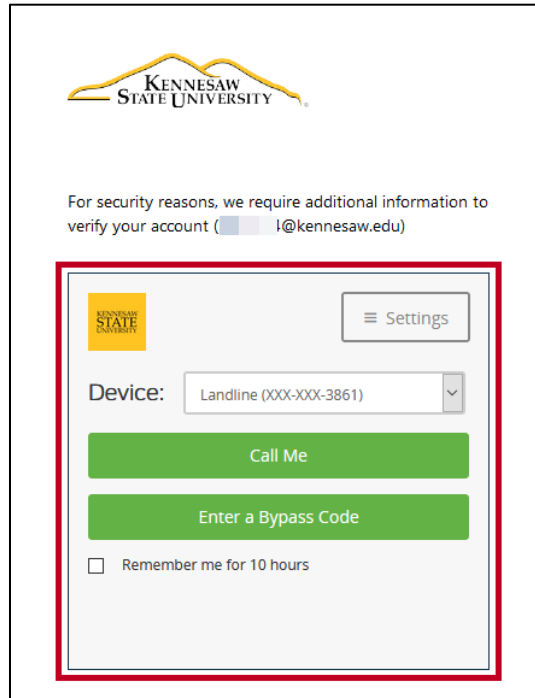


Figure 2 - Sign In

5. You will be directed to the *Duo Authentication* window to verify your identity. Follow the appropriate steps to provide verification.

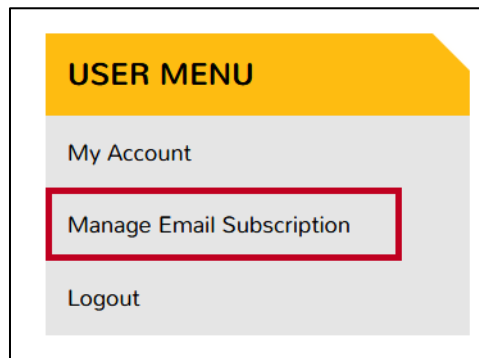
**Note:** To access instructions for Duo setup and verification, please visit the [UITS Documentation Center](#).



**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**



**Figure 4 - Manage Email Subscription**

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



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).

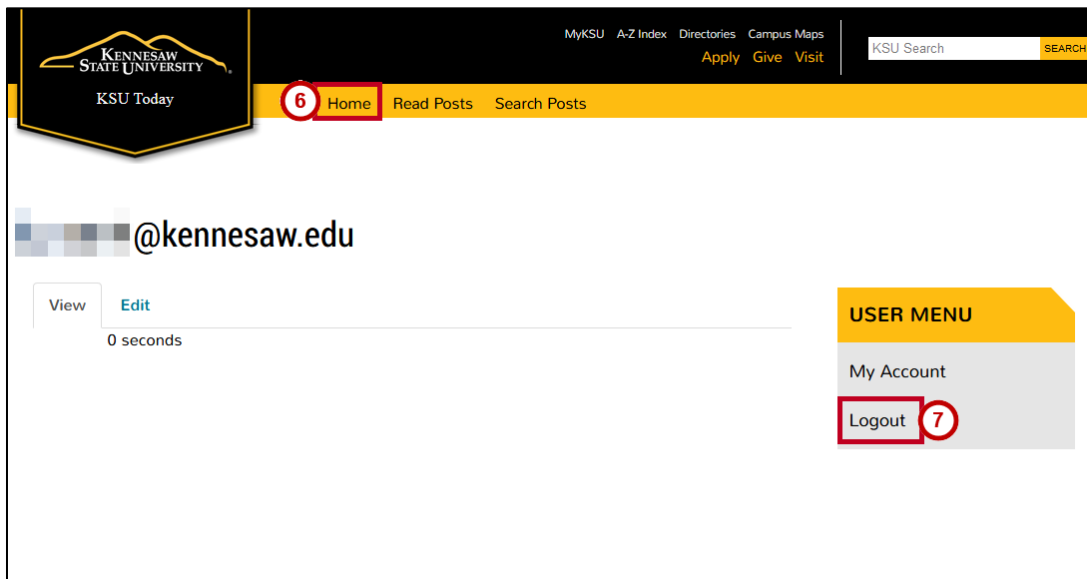


Figure 6 - KSU Today Home Page

10. For instructions on viewing and searching posts, please visit the [UITS Documentation Center](#).