

## Instructions for accessing Digital Measures

1. Log in to myState with your netid and password.
2. Click the “hamburger” icon at the top left corner.

You will see a dark gray menu bar appear on the left side



A screenshot of the mySTATE portal interface. On the left is a dark gray navigation menu with categories: 'Apps &amp; Services' (IT Status, myMedia, StopSPAM, NetPassword, eForms, Exchange, Xtender), 'myState Pages' (Main, Classroom, Office, Banner), and 'Senate'. A purple arrow points to the 'Office' option. The main content area has a dark red header with 'aham' and 'Sign Out'. Below the header are several portlets: 'Information Security', 'Emergency Response Training' (with a 'What to do: Active Shooter Response Training' link), and 'Digital Measures' (with a 'Sign In' button). A purple arrow points to the 'Sign In' button.

3. Select “Office” near the bottom of this menu bar.
4. Click the “Sign In” button near the bottom right of the Office screen.
  - a. Please note that the Digital Measures icon does not appear if you’re using Internet Explorer.
  - b. If you do not see the Digital Measures “portlet,” then please contact ITS Helpdesk and request to have the permissions added to your myState portal.