My.Northeast

This document is a brief overview of the functions in My.Northeast and will cover how to find NORSTAR functions in My.Northeast and utilize My.Northeast to log into your E-mail and D2L accounts from one portal.
Go to www.NortheastState.edu and click the MyNortheast link.
Log in using your username and password. If you have forgotten either or both of them, use the links below for assistance.
These four tabs appear if you are a faculty member.
These four tabs appear in the event you are a current or past Northeast State student.
Make sure you are on the “Home” tab. Locate NORSTAR (Banner Self Service) in the middle of your screen. Click on Banner Self Service.
Click on Faculty and Advisors to view the different functions available. This is the students' e-mail system; this is the faculty e-mail system.

This is where you will find your official class roster (live-time).

Use Final Grades to enter final grading at the end of the semester.

Use this for Banner Student Attendance entry.
You can get address and telephone information for a student at the Student Information Menu. Use the ID Selection function and enter the student’s name, or use the Student Address and Phones function to get that same information. You can also click on the student name in your official class roster, from the Summary Class List function, to get directory information.
Click on “Employee” to view the different functions available, such as your payroll information, where you will find direct deposit information, and pay stub.
You can view pay dates, the Policies and Procedures Manual, pay stub, direct deposit, and other information on the Employee tab.
Click the My Courses tab to access D2L. You will be prompted once to enter your password, and your password will be stored for future visits. Desire2Learn has instructor and student tutorials on YouTube. Go to YouTube and search for "Desire2Learn Tutorials". Please be aware that some of the items talked about may not be available on our site.
Along with links to D2L, the My Courses tab also has links to Norstar, among others. You can use the Faculty Schedule function to view your class schedule with meeting dates, times, and classroom numbers.
The Teach/Advise tab has links to the online catalog with curriculum guides and course descriptions, the Policies and Procedures Manual, technology resources, pay calendar, and ITV guide.
Click the E-mail icon to access your @NortheastState.edu e-mail account. You will be prompted once for your password, and your password will be stored for future visits. If you receive a dialog box asking for MOWA information, please see the next page.
If you get this message when logging into your e-mail from MyNortheast, please log out of MyNortheast and log into your e-mail through the Outlook Web Access link on the Faculty and Staff page of the Northeast State web page and set your time zone. You will be prompted to set your time zone when you log in for the first time. The setting selected is correct, so all you need to do is click OK. After you have set your time zone, you can log out of Outlook Web Access and back into MyNortheast. Click the E-Mail envelope icon, enter your password, and you will be able to access your e-mail along with Norstar (Banner self service), and D2L from this one portal. If you experience problems with the email function, please contact Steve Nickols at msnickols@NortheastState.edu or at 423-354-2492.