



## Self-Service Banner

A link to the self-service Banner login page can be found at the top of the College website [www.drakestate.edu](http://www.drakestate.edu).

Your Banner login is:

**Username** – your A-number followed by @drakestate.edu (ex. [A#####@drakestate.edu](mailto:A#####@drakestate.edu)). Your new A-number username is not an alternate email address. It may look like one, but your A-number username will not send or receive emails.

**Password** – "!DRAKE" in all caps and your six digit birthdate (ex. !DRAKEmmddyy)

## Canvas

A link to the Canvas login page can be found at the top of the College website [www.drakestate.edu](http://www.drakestate.edu).

Your Canvas login is:

**Username** – your student A# (use a capital "A")

**Password** – lowercase last name followed by six-digit date of birth (ex. last052220)

## Drake State student email

A link to the student email login page can be found at the top of the College website [www.drakestate.edu](http://www.drakestate.edu).

Your student email login is:

**Username** – firstname.lastname@students.drakestate.edu

**Password** – your student A# (use a capital "A")

You will be redirected to accounts.google.com.

1. Enter your firstname.lastname
2. Click Next, then enter your **A-number with a capital "A"** (ex. A00099999) as your password.
3. Click "Sign in"
4. Accept the License Agreement and enter your recovery information if you desire.



Sign in

to continue to Gmail

Enter your email

firstname.lastname@students.drakestate.edu

[Forgot email?](#)

[More options](#)

NEXT



## Online payment and payment plan enrollment

Log into self-service Banner first

Select "Student" tab

Select "Student Landing Page"

Scroll down to "Student Account"

Select "Account Summary by Term"

Then select "Make Payment" from the menu at the very bottom of page

You will be redirected to Touchnet where you can make a payment or enroll in a payment plan

To see balance due:

Under Student Account select "Account Detail for Term"

Select appropriate term



## Direct Deposit

Below are instructions to help students enroll in Direct Deposit.






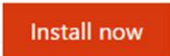
1. Click link: [https://secure.touchnet.net/C20360\\_tsa/web/login.jsp](https://secure.touchnet.net/C20360_tsa/web/login.jsp)
2. Select student
3. Enter self-service Banner login
4. Click login
5. Click refund account setup
6. Click enroll in two-Step verification
7. Select Test Message
8. Enter phone number, click the arrow, and select phone provider
9. Click send code
10. Enter 6-digit code in box
11. Click verify
12. Click refunds above my profile
13. Select setup new account
14. Enter your banking information (bank account has to be in your name)
15. Click continue and then you will receive a confirmation display

## Drake Alert

As part of Drake State's ongoing effort to safeguard students, faculty and staff, the College has implemented an emergency communications system. Known as Drake Alert, the system allows students, faculty and staff to receive time-sensitive emergency messages in the form of e-mail, voice and text messages. At the end of registration, we will send all students an email containing login instructions for Drake Alert. Please login to the system to verify your contact information, and to add or change any numbers you would like contacted in case of emergency.



## Office 365 for Students & Educators

1. Navigate to <https://products.office.com/en-us/student/office-in-education>
2. In the field Enter your school email address type in your .edu email address provided to you by Drake State.
3. Click on 
4. If you are a student Click on I'm a student 
5. Check your email, you will receive an email from "Office 365 Team" with the subject "Finish signing up for Office 365 Education". Open that email and click on 
6. This will open a browser in which you will finish signing up. Enter your First and Last name, create a password and reenter that password, then enter your date of birth.
7. Click  
8. You will be redirected to a different website <https://portal.office.com>. This is where you will use your login credentials you created to download and install office (on up to 5 computers).
9. Uncheck  Make Bing your search engine  Make MSN your browser homepage then click 
10. If prompted to Run or Save, click on Run.
11. If prompted to allow the following program to make changes to this computer, Click Yes

## Need assistance?

[Helpdesk@drakestate.edu](mailto:Helpdesk@drakestate.edu)

(256) 551-3126

Building 500 (Room 507)