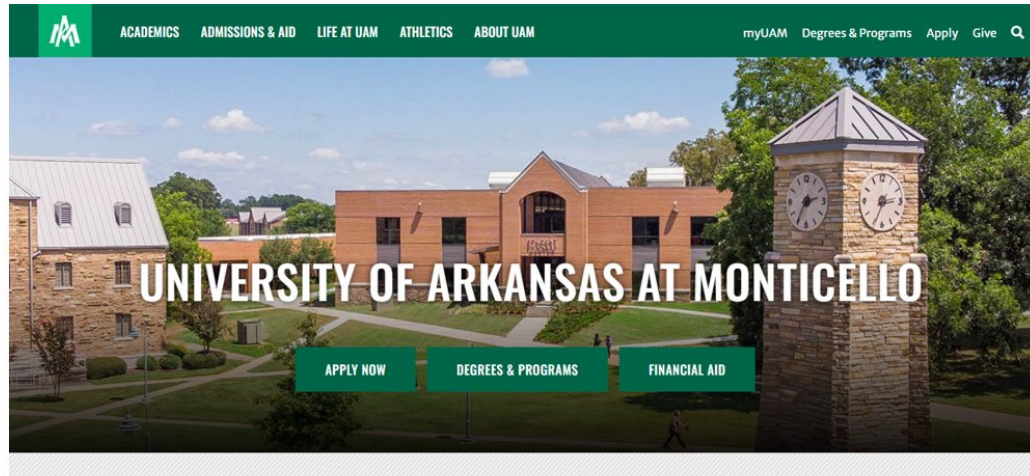


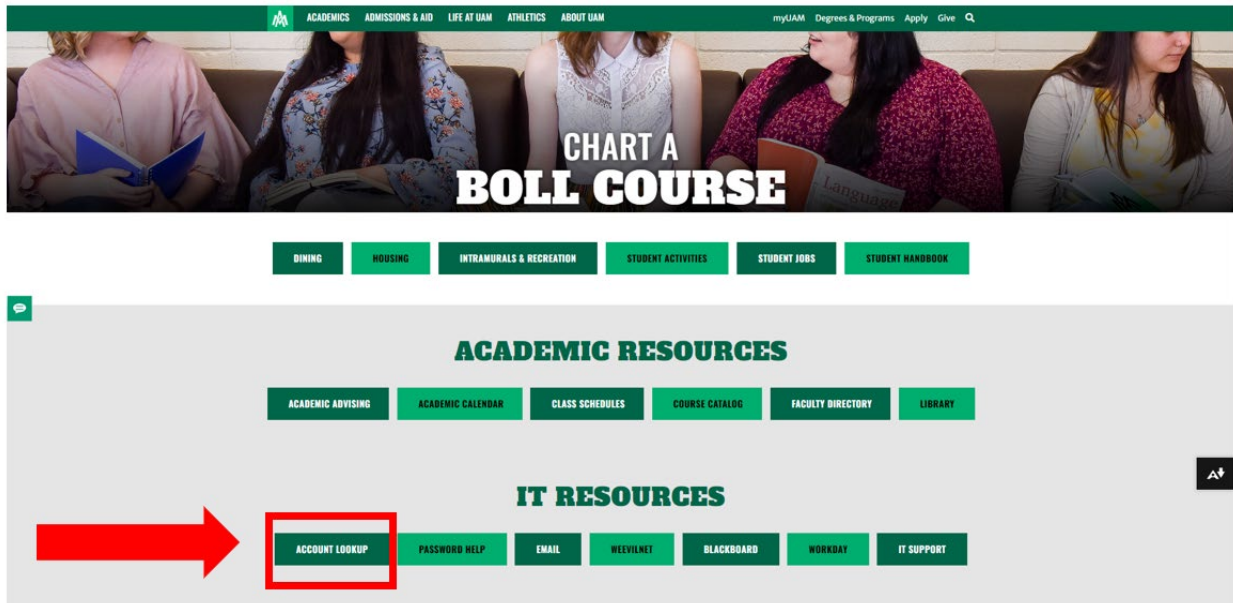
How To Check Your UAM E-Mail

First: You need to know your UAM Login Credentials.

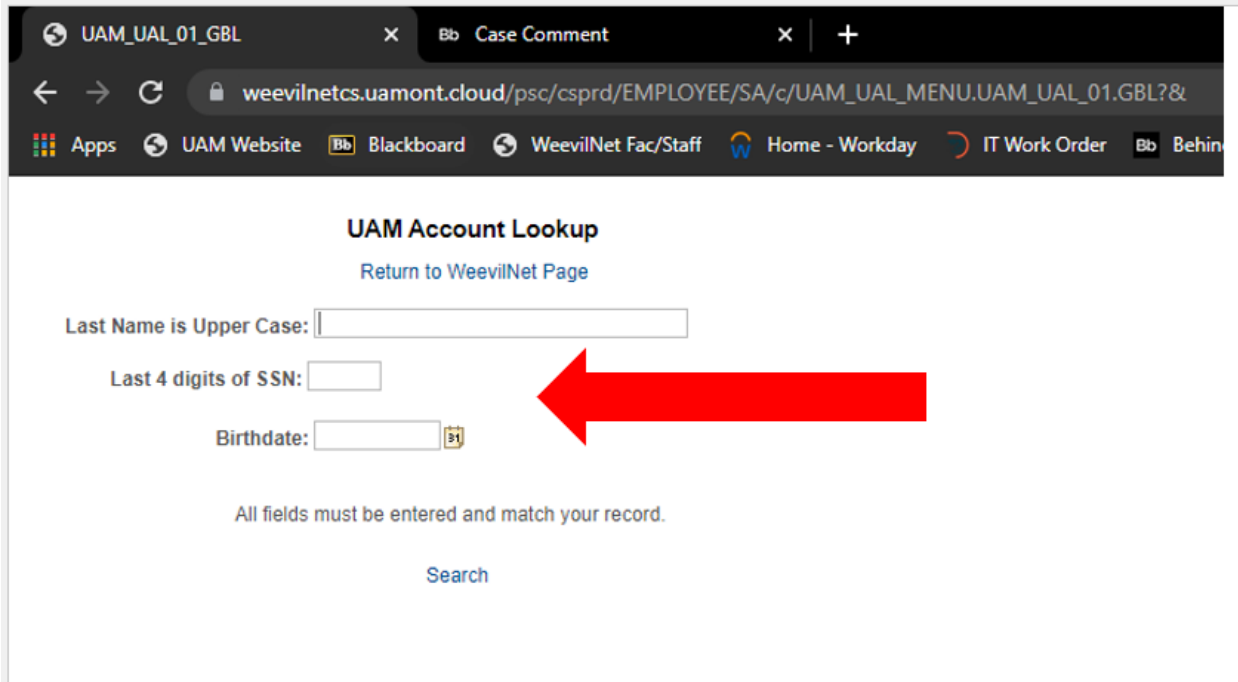
Step 1 – A: Open Google Chrome and go to www.uamont.edu. Under INFORMATION FOR: Click on the word STUDENTS.



Step 1 – B: Under the IT Resources area click on the ACCOUNT LOOKUP button to access the UAM Account Lookup screen.

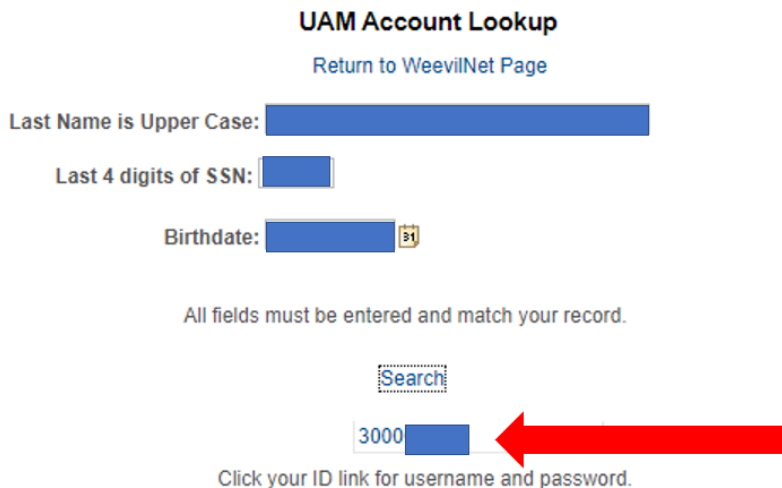


Step 1 – C: This should bring you to a white screen that says UAM Account Lookup. Enter your last name in uppercase (Example: WEEVIL), the last four digits of your Social Security Number (SSN) (Example: 1234 or XXXX if you do not have a Social Security Number), and use the Calendar icon to select your birthday (Example January 1st, 2021). Once all the information is entered click Search.



The screenshot shows a web browser window with the URL `weevilnetcs.uamont.cloud/psc/csprd/EMPLOYEE/SA/c/UAM_UAL_MENU.UAM_UAL_01.GBL?&`. The page title is "UAM Account Lookup" with a link to "Return to WeevilNet Page". The form contains three input fields: "Last Name is Upper Case:" (empty), "Last 4 digits of SSN:" (empty), and "Birthdate:" (empty with a calendar icon). Below the fields is the text "All fields must be entered and match your record." and a "Search" button. A large red arrow points to the "Last 4 digits of SSN:" field.

Step 1 – D: Your UAM Student ID Number will appear. Click on your UAM Student ID Number to get your credentials.



The screenshot shows the same "UAM Account Lookup" form, but now the input fields are filled with blue bars. The "Last Name is Upper Case:" field is filled with a long blue bar. The "Last 4 digits of SSN:" field is filled with a short blue bar. The "Birthdate:" field is filled with a blue bar and a calendar icon. Below the fields is the text "All fields must be entered and match your record." and a "Search" button. Below the "Search" button, the number "3000" is displayed in a blue box, with a red arrow pointing to it. Below the "3000" is the text "Click your ID link for username and password."

Step 1 – E: Now you have all the information you need to access UAM systems. Your password is linked to all three of your accounts. Now go back to the UAM website.

UAM Account Lookup

Student ID # [redacted]

UAM User Accounts:

Email: [redacted]@uamont.edu

Blackboard: [redacted]@uamont.edu

WeeviiNet Student Self-Service: [redacted]

Initial Password for UAM User Accounts: Um [redacted]

USERNAMES

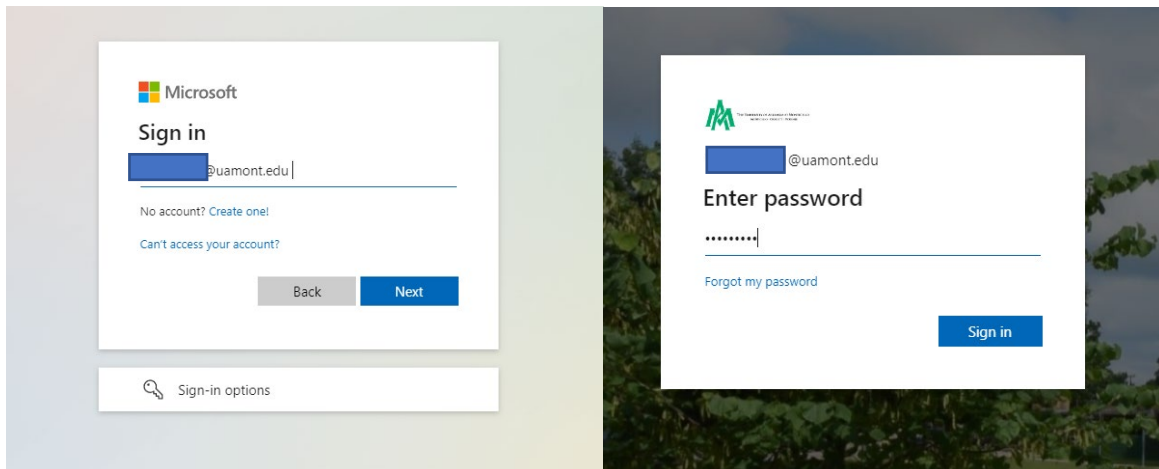
PASSWORDS

Step 1 – F: On the UAM website, click on the myUAM portal link.

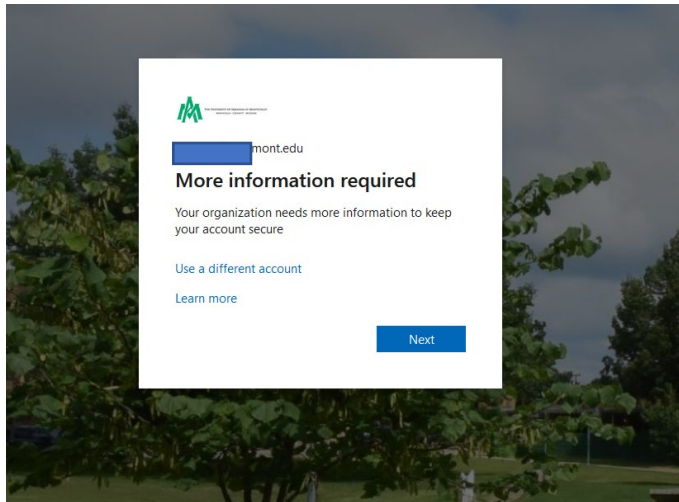


Second: You will need to set up your Multifactor Authentication verification process. Multi-Factor Authentication (MFA) is an additional layer of security that helps to protect your account. With MFA, you will be using something you know (your password) with something you have (your device/smartphone) to confirm your identity. MFA helps to better secure your accounts and other UAM resources by asking for a second form of authentication, which usually comes in the form of a notification from a mobile app, a text, or a call to your phone.

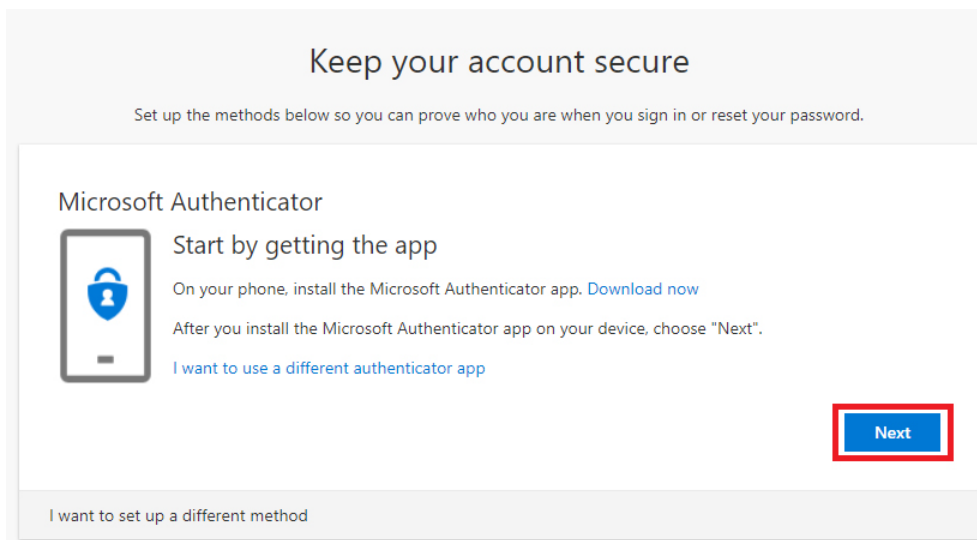
Step 2: Sign in with your UAM credentials (UAM E-Mail and UAM Password). Click “Next”.



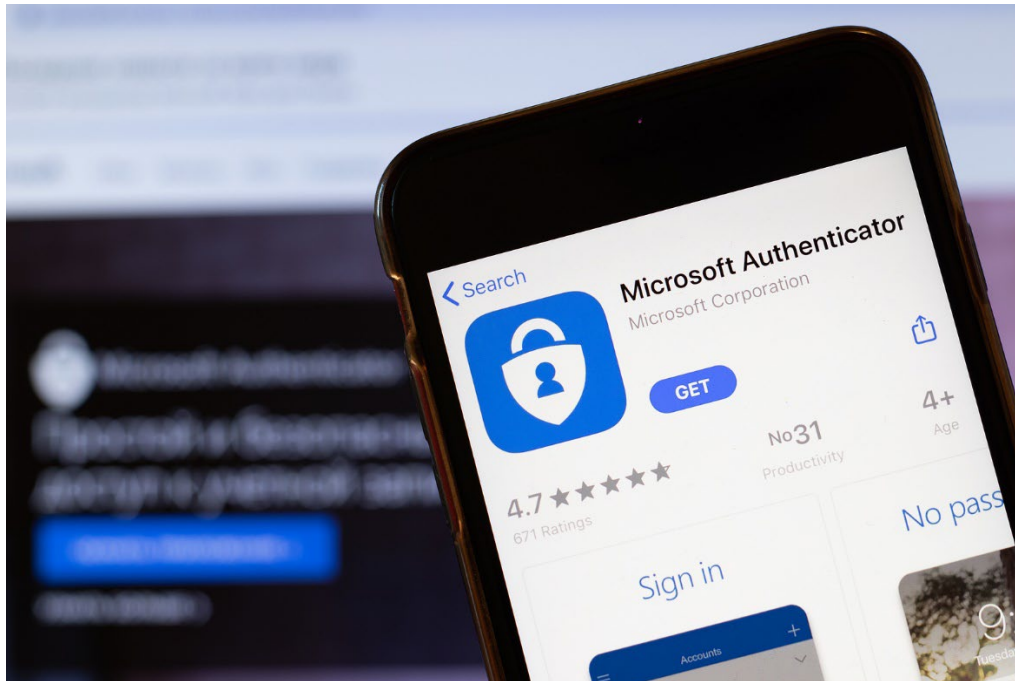
Step 3 - A: You will now be prompted to set up your Multifactor Authentication. Click the “Next” button to continue.



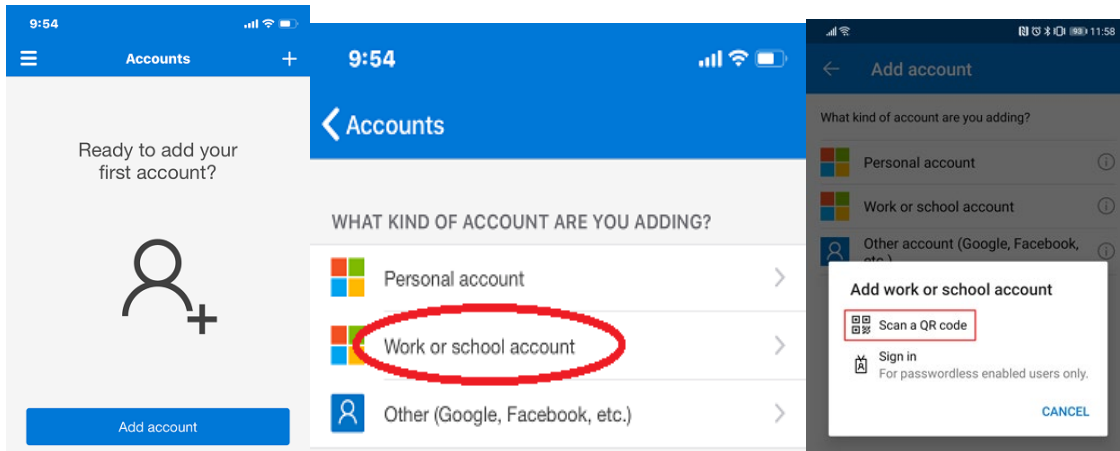
Step 3 - B: You will now be prompted to configure your Microsoft Authenticator App. **NOTE: Do NOT click the “Next” button until you have the Microsoft Authenticator App downloaded and ready to set it up. See Step 3 - C**



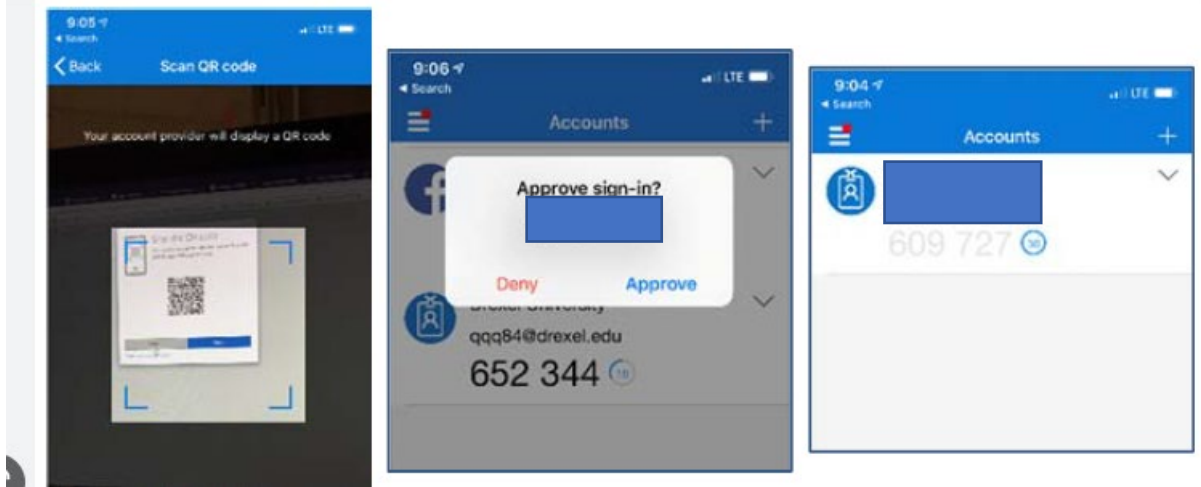
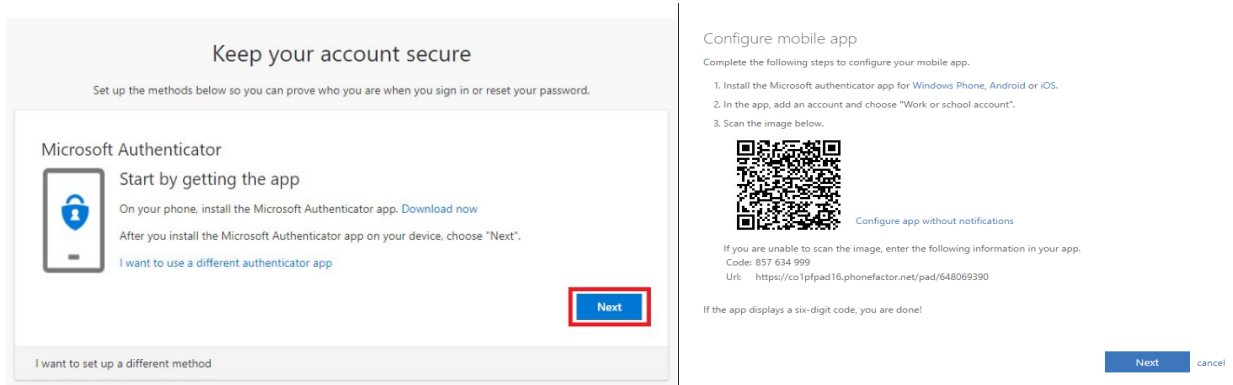
Step 3 - C: At this point, go to the Apple Store or Google Play Store on your mobile device. Download the Microsoft Authenticator app to your mobile device.



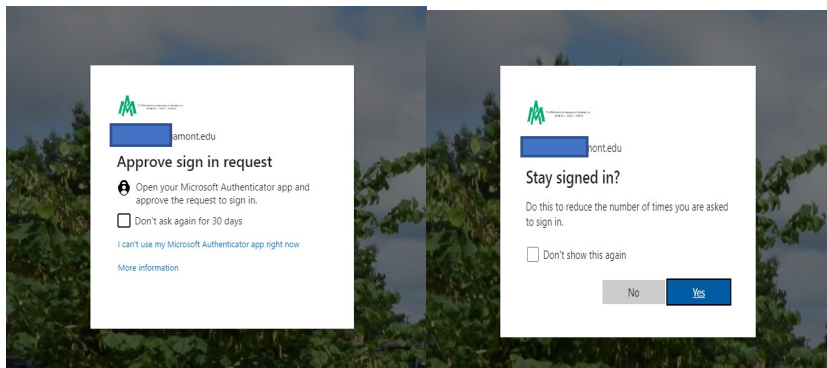
Step 3 - D: Open the app up on your mobile device. Click the **“Add Account”** button. Under What Kind Of Account, click on **“Work Or School Account”**. Then click on the **“Scan a QR code”** button.



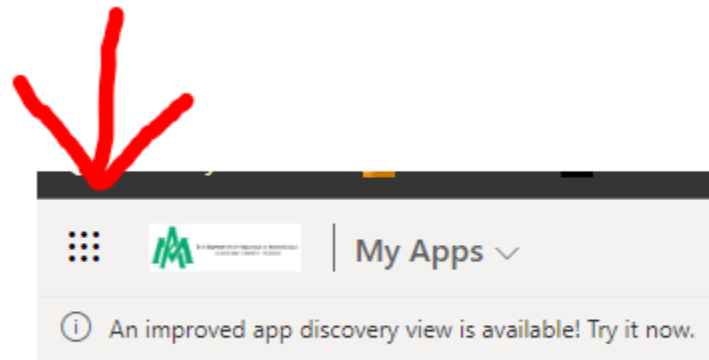
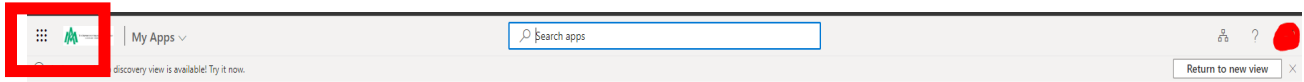
Step 3 - E: Now you should be able to click the **“Next”** button to bring up the QR Code for you to scan. With your Authenticator app, scan the QR Code. You will then be prompted to approve the request. After that, you should see your account listed in your Microsoft Authenticator app on your mobile device.



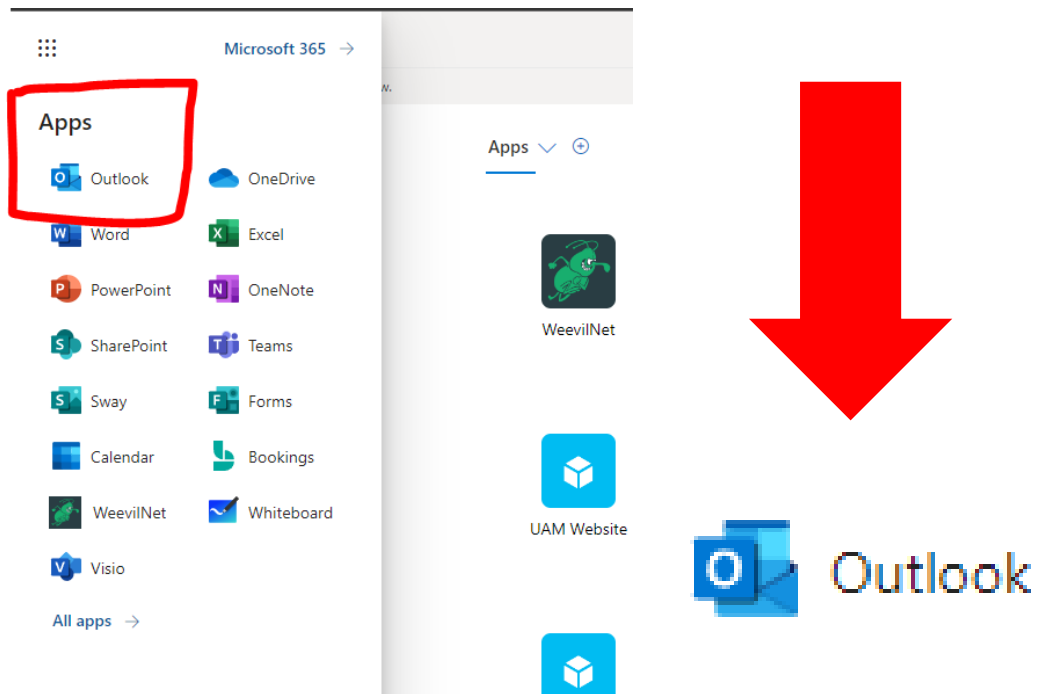
Step 3 - F: Verify your identity with your MFA method. On the Stay Signed In screen, if you are on a personal computer you can select **YES** but if your using a public computer or someone else’s computer then select **NO**.



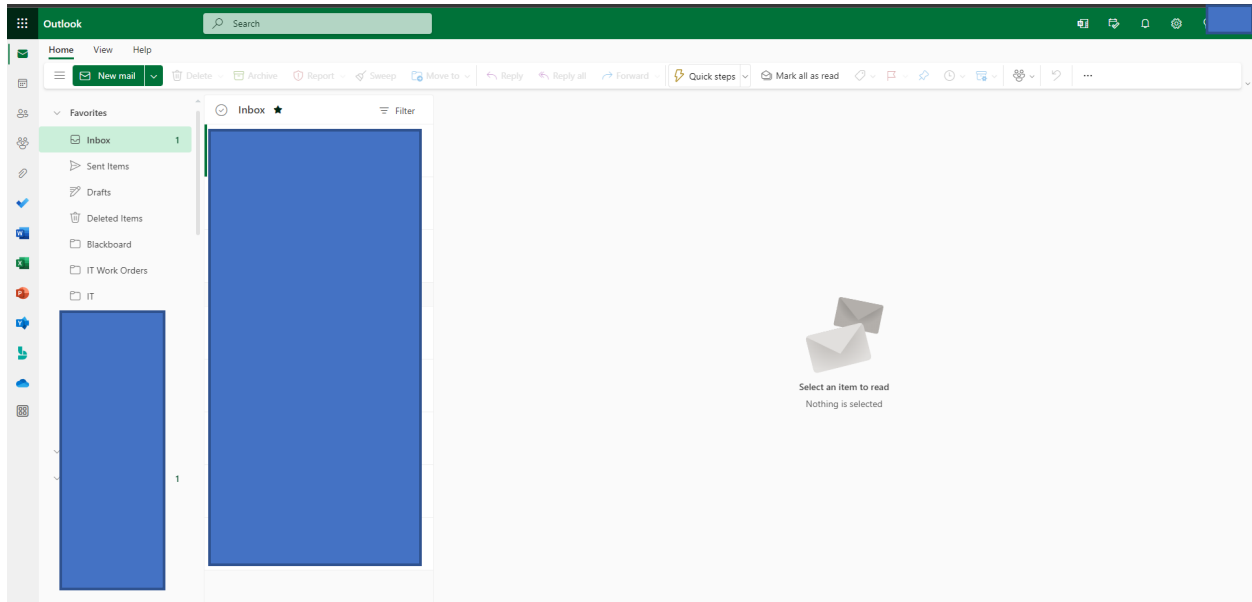
Step 4: The following page will bring you to your “MyUAM” portal. Click on the 9 dots in the top left hand corner to open your Microsoft Office 365 apps.



Step 5: A side panel should open to reveal more apps. Click on the Outlook app.



Step 6: You should now be in your UAM E-Mail. NOTE: if you do not see this page, please contact IT so they can get the situation resolved.



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P.O. Box 3626
Monticello, AR 71656
Phone: 870-460-1036
Fax: 870-460-1920

IT Support – UAM-ITHelp@uamont.edu
Blackboard – blackboard@uamont.edu
Report Spam – spam@uamont.edu
WeevilNet – weevilnet@uamont.edu
Workday – workdayhelp@uamont.edu