## How To Reset Your UAM Password/Unlock Your UAM Account

UAM will never ask you for your password in an email. We will not send emails that imply you will lose your email service if you do not enter information after following a link. Please be alert to phishing scams trying to steal your user id and password. Official UAM IT announcements will be made on the website.)

**Step 1:** Open Google Chrome and go to <u>www.uamont.edu</u>. Under INFORMATION FOR: Click on the word STUDENTS.



**Step 2:** Under the IT Resources area click on the PASSWORD HELP button to access the UAM Password help page.



**Step 3:** One the Password Help page, scroll down and open the drop-down for either Change Password or Unlock Account depending on which you need at the time. For this instance, we will then click on the green button for either Change/Forgot Password to move to the next step.



**Step 4:** You should now be on a Microsoft screen. Enter your UAM E-Mail address and enter the verification characters in the picture. Click Next to proceed.

#### Microsoft

# Get back into your account

#### Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.



Step 5: Select the verification method you prefer. For this case, a text code was selected.



Get back into your account

verification step 1 > choose a new password



Step 6: A 6-digit code should be sent to your phone. Enter the code then click Next.

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<•	26096 >		THE ENTERSITY OF Assassion at MONTICILIO THE COLINE - Department Coline		
	Text Message Today 9-33 AM verification code <u>10695</u> Microsoft authentication.		Get back into yo		
	The sender is not in your cont Report Junk		Please choose the contact method we should use for verification:		
			O Email my alternate email	We've sent you a text message containing a verification code to your phone.	
			Text my mobile phone	Enter your verification code	
	(Text Message	<b>9</b>	O Call my mobile phone	Next	
۲			○ Call my office phone		
	ASDEGH	IJKL	O Answer my security questions		
<		3 N M 🗵	O Enter a code from my authenticator app		
	123 space	return			
	⊜		Cancel		

**Step 7:** You can now change your UAM Password. NOTE: Your password must contain the following:

- 1. Upper case (ABCDE)
- 2. Lower case (abcde)
- 3. Numbers (123456)
- 4. Special characters (Space ! # %)
- 5. The minimum password length is 12
- 6. No. of Passwords Remembered is 5

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# Get back into your account

verification step 1  $\checkmark$  > choose a new password

* Enter new p	assword:	_				
* Confirm new password:						
Finish	Cancel					

Select Finish when you are ready!

### **Contact Us: Information Technology** Student Success Center 207

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

IT Support - <u>UAM-ITHelp@uamont.edu</u> Blackboard - <u>blackboard@uamont.edu</u> Report Spam - <u>spam@uamont.edu</u> WeevilNet - <u>weevilnet@uamont.edu</u> Workday - <u>workdayhelp@uamont.edu</u>