Install Microsoft Office Products For FREE

- Click on the myUAM portal link on the UAM website.
- Click on the App Launcher (9 dots in the top left-hand corner)
- Click on the -> to access your Microsoft 365 account



Click on Install AppsClick on Microsoft 365

Installation instructions will be displayed for your PC, Smartphone, or iPad.

Wireless Connection: UAMWIFI-Secure

- Faculty, Staff, and Students should be using the UAMWifi-Secure Wi-Fi and not UAMWifi-Guest when trying to connect their devices to the campus Wi-Fi.
- Make Sure To Turn Wi-Fi ON.
- Connect to UAMWIFI-Secure.
- Enter UAM Username/Identity (with @uamont.edu) and Password in the fields provided.



- Multifactor Authentication Information
- IT Work Order Instructions
- Laptops/Hotspots for Student Use
- Computer Labs for Student Use

Make Sure To Setup Your UAM Email On Your Phone!

- Check your UAM E-Mail address every day!
- This is the main form of communication on campus
- This is where you will be notified about campus related information such as messages from your professors, campus events, campus wide messages about weather, financial aid, etc.
- Make sure you sync your UAM E-Mail to your phone so you can stay updated immediately by downloading the Outlook app.



Other Important Campus Resources

Cashier's Office manages billing/ payment for classes and issues schedule of fees and expenses. For comments or questions, please email: cashier@uamont.edu or call (870) 460-1043 (located in Harris Hall, 2nd floor).

<u>Registrar's Office</u> manages registration for classes, maintains academic records, and issues transcripts. For comments or questions, please email: registrar@uamont.edu or call (870) 460-1034 (located in Harris Hall, 1st floor).

Financial Aid Office manages financial documents and financial aid awards. For comments or questions, please email: finaid@uamont.edu or call (870) 460-1050 (located in Harris Hall, 3rd floor).

INFORMATION TECHNOLOGY RESOURCES OVERVIEW



(870) 460-1036

Student Success Center 207

Office Hours

Monday –Friday 8:00AM-4:30PM

Summer Office Hours

Monday –Thursday 7:00AM-5:30PM Friday CLOSED

www.UAMont.edu





Email & WeevilNet

HOW TO LOOK UP YOUR USERNAME AND PASSWORD

Students can look up their UAM Account information on the UAM website.

Go to the UAM website at https://www.uamont.edu

look up

- Click on INFORMATION FOR: Students
 Under the IT RESOURCES area, click on the ACCOUNT
 IOOKUP link
- Students will enter the following information. All fields must be entered and match your record:
 - Their LAST NAME in UPPERCASE (if you have multiple last names or a hyphened name you will use both names)
 - The last FOUR digits of your Social Security Number SSN (if you do not have a Social Security Number then you will use XXXX) Their Dicktory. Use the endeal size of the social
 - Their Birthday. Use the calendar icon to look for your birthday (do NOT type it in manually and make sure the format is MM/ DD/YYYY).
- Once all the required information is entered, click SEARCH.
- The student's UAM ID Number will appear and should be a 9-digit number such as 300000000 or 100000000
- Click on the UAM ID Number.
- Student should now see the following information:
 - Their Student ID Number
 - Their UAM E-Mail Address
 - Their Blackboard Username,
 - Their WeevilNet Student Self-Service
 - o Their Initial Password for all your UAM User Accounts

Students should now be able to login to all UAM systems on campus



STUDENT EMAIL

Used for All Official UAM Communications

- $\checkmark~$ On the UAM homepage, click on the
- myUAM portal link in the top righthand corner of the screen.
 - ✓ Enter your UAM E-Mail and UAM Password.
 - Verify your identity via the Multifactor Authentication process.
 - Inside your myUAM portal, click on the 9 dots in the top left-hand corner of the screen
 - ✓ Click on the Outlook app.

WEEVILNET STUDENT SELF-SERVICE

This is where you access Academic Information: Class Schedule, Grades, GPA, Billing/Account Information, To Do List/ Holds, Course History (unofficial transcript), & Personal Information



- On the UAM homepage, click on the myUAM portal link in the top right-hand corner of the screen.
- Enter your UAM E-Mail and UAM Password.
- Verify your identity via the Multifactor Authentication process.
- Inside your myUAM portal, click on the WeevilNet app.



WeevilNet



Register to Change Password & Unlock Account

If you want to unlock your account/change your password please follow these steps:

- Go to www.uamont.edu
- Click on INFORMATION FOR: Students
- Under IT RESOURCES, click on Password Help.
- Scroll down and click on either the Change Password or Unlock Your Account drop-down menu.
- Click on the green button for either Change Password or Unlock Your Account. Then follow these steps:
 - Enter username (including @uamont.edu)
 - o Enter Captcha Phrase
 - o Select Next
 - Choose Verification Method
 - Select Next Once Verification Method is Complete
 - o Enter New Password and Select Finish

You have successfully unlocked your account.

Quick and Easy Self-Service!

Blackboard Student Support

Information Technology:

Call (870) 460-1036 Student Success Center 207

Support Ticket:

- **1.** Go to www.uamont.edu
- 2. Click on INFORMATION FOR: Students
- **3.** Under IT RESOURCES, click on IT Support.

