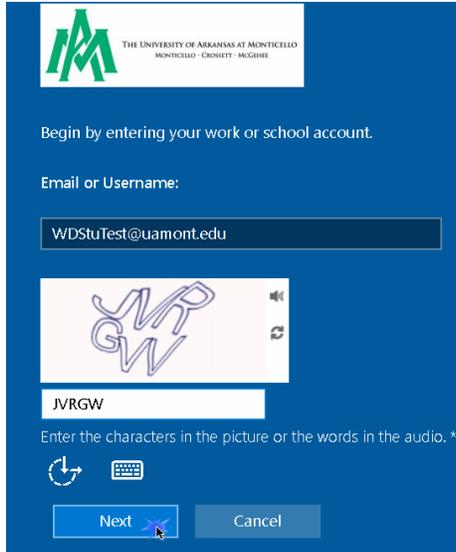


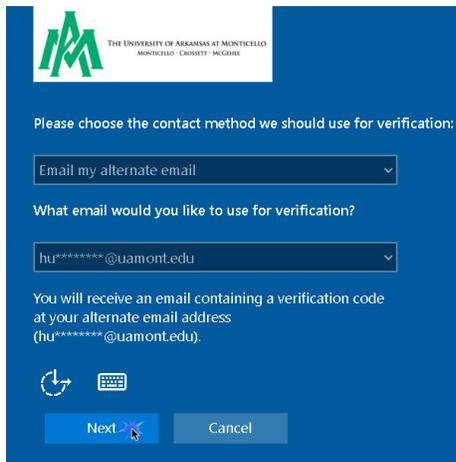


UAM New Student Account Activation Instructions

1. Once you click on the activation link in the welcome email you received, you should see the following screen. Your UAM email address should already be entered, if not, enter your UAM email address. Then enter the characters that are shown in the picture and click “Next”.



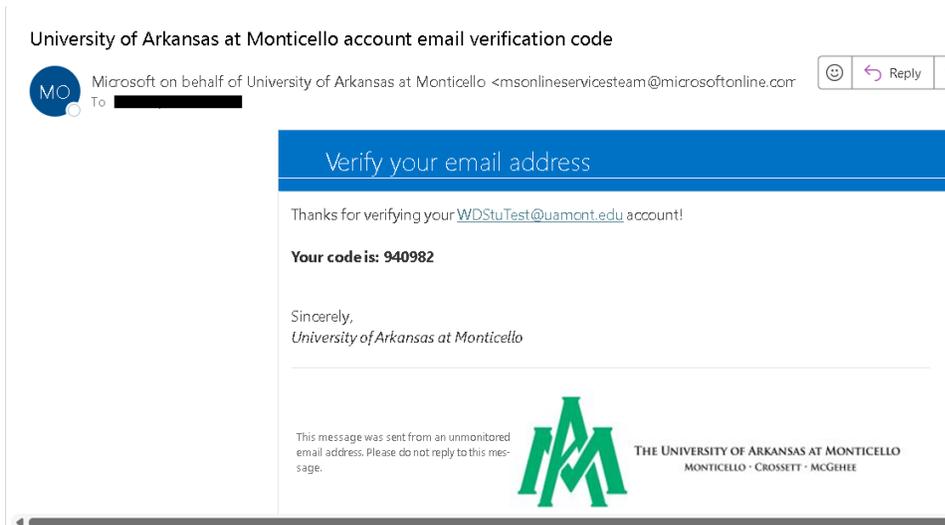
2. A verification email will be sent to your personal email address. To send that email, click “Next”.



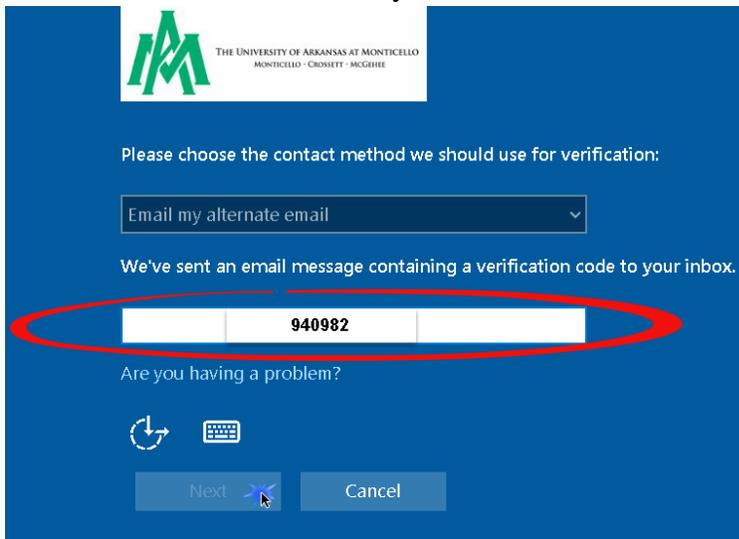
3. Login to your personal email account. You should see an email that is like the screenshot below:



UAM New Student Account Activation Instructions



4. Enter the code from the email you received and click “Next”.



5. Create and enter a new password in first box and reenter the same password in the second box and click “Next”.



UAM New Student Account Activation Instructions

THE UNIVERSITY OF ARKANSAS AT MONTICELLO
MONTICELLO · CROSSETT · MCGEEHE

Create a new password

Enter new password:

Confirm new password:

Next Cancel

- You should see a message that says, “Your password has been reset”. Click “**Finish**”.

THE UNIVERSITY OF ARKANSAS AT MONTICELLO
MONTICELLO · CROSSETT · MCGEEHE

Your password has been reset

Finish

- Once you click Finish, the screen will go back to the first page. **DO NOT go back through account activation steps again.** Please exit out of the screen.

Now that your account has been activated and the password has been set, you need to login to your UAM account.

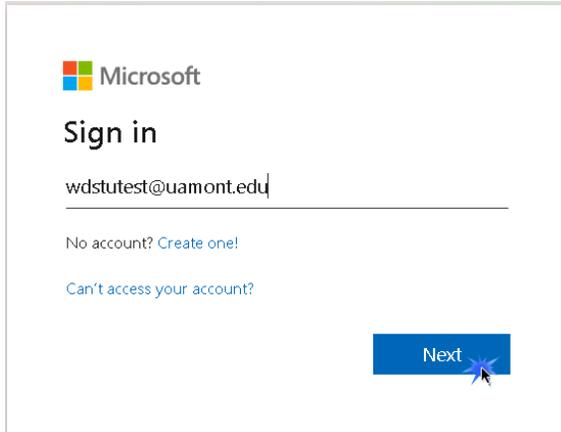
- Go to the UAM homepage – www.uamont.edu and click on myUAM in the top right-hand corner of the page.



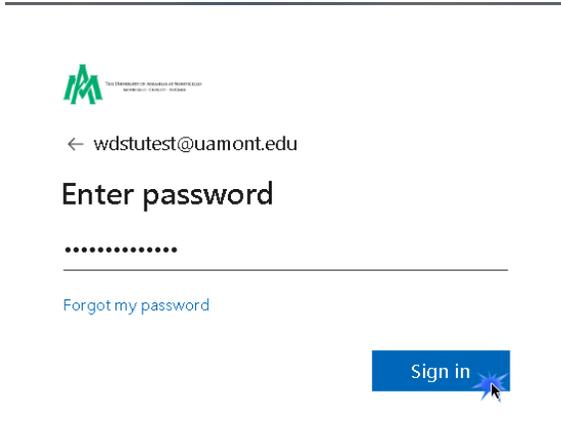


UAM New Student Account Activation Instructions

9. Enter your UAM email address and click **“Next”**.



10. Enter your UAM password and click **“Sign in”**.



11. You will see the following screen that says, **“More information required”**. You will now be prompted to set up your Multifactor Authentication (MFA). Click **“Next”** to continue.



UAM New Student Account Activation Instructions

The screenshot shows a web page with the UAM logo at the top left. Below the logo is the email address 'wdstutest@uamont.edu'. The main heading is 'More information required'. Below this, it says 'Your organization needs more information to keep your account secure'. There are two links: 'Use a different account' and 'Learn more'. At the bottom right of the page is a blue button labeled 'Next' with a mouse cursor hovering over it.

12. You will now be prompted to setup your Microsoft Authenticator App. **DO NOT** click “Next” until you have the Microsoft Authenticator App downloaded and ready to set up. To set up the Microsoft Authenticator app, See steps a-i. **If you DO NOT want to setup the Microsoft Authenticator app and rather get a phone call or a text, click the “I want to set up a different method” link and skip to step 13.**

The screenshot shows a page titled 'Keep your account secure'. Below this is a box titled 'Microsoft Authenticator'. Inside the box, there is a blue padlock icon with a person silhouette. The text says 'Start by getting the app'. Below that, it says 'On your phone, install the Microsoft Authenticator app. [Download now](#)'. Then, 'After you install the Microsoft Authenticator app on your device, choose "Next".'. There is a link: '[I want to use a different authenticator app](#)'. At the bottom right of the box is a blue button labeled 'Next' which is highlighted with a green border. At the bottom left of the box is a link: '[I want to set up a different method](#)' which is highlighted with a yellow border.

- a. Go to the Apple Store or Google Play Store on your mobile device. Download the Microsoft Authenticator app to your mobile device.

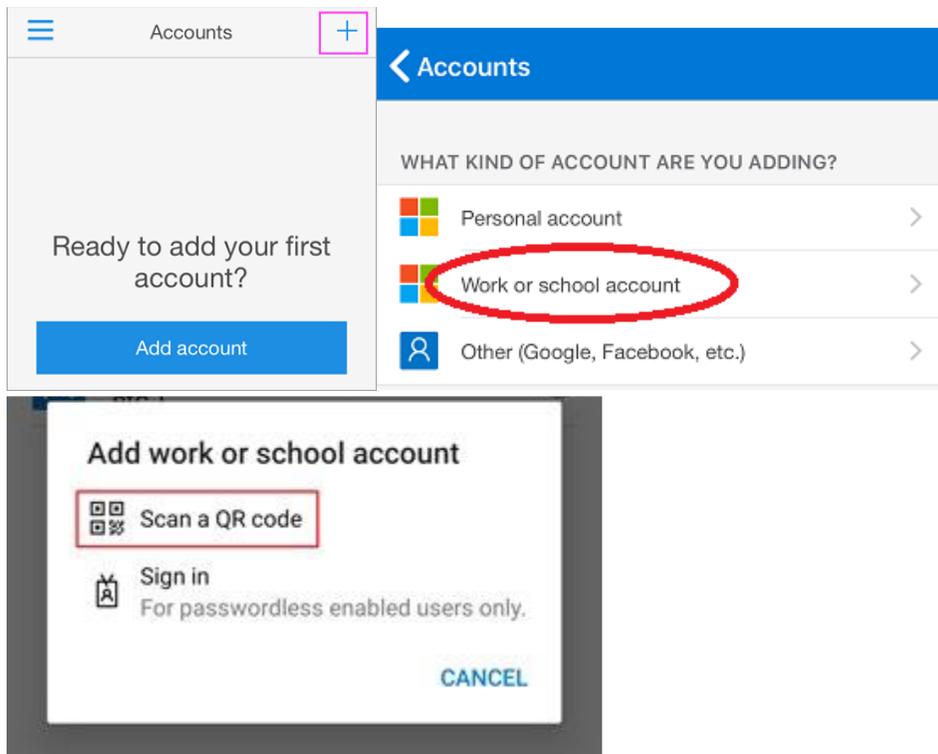


UAM New Student Account Activation Instructions



Microsoft Authenticator ⁴⁺
Protects your online identity
Microsoft Corporation
#4 in Productivity
★★★★★ 4.8 - 487.7K Ratings
Free

- b. Once the app has downloaded to your mobile device, Click the “+” button in top right-hand corner. Then click on “**Work or school account**”, and then click on “**Scan a QR code**”.



- c. GO BACK to the screen below and click “Next”.



UAM New Student Account Activation Instructions

Keep your account secure

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

d. Click "Next".

Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back **Next**

e. With your Microsoft Authenticator app, scan the QR code and click "Next".



UAM New Student Account Activation Instructions

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Back Next

- f. You will get a notification on your mobile device to enter a number. Once you enter the number on your device, select **“Yes”**.

Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

75

Back Next

Are you trying to sign in?

Enter the number shown to sign in.

Enter number here

75

YES

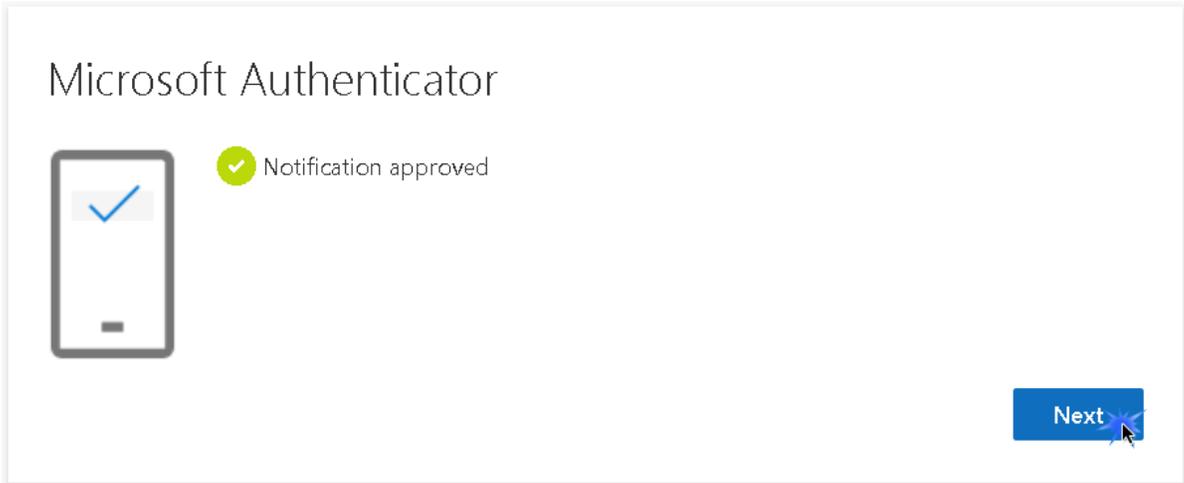
NO, IT'S NOT ME

I CAN'T SEE THE NUMBER

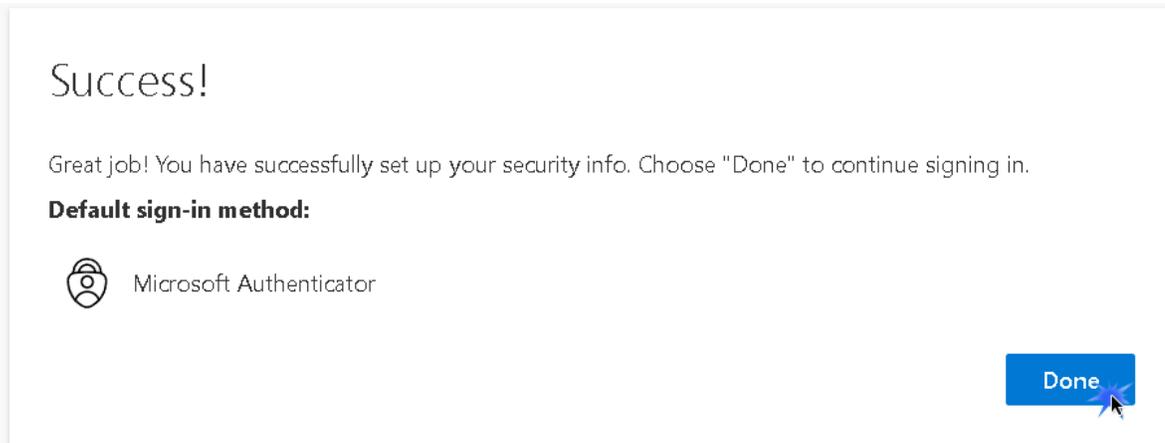


UAM New Student Account Activation Instructions

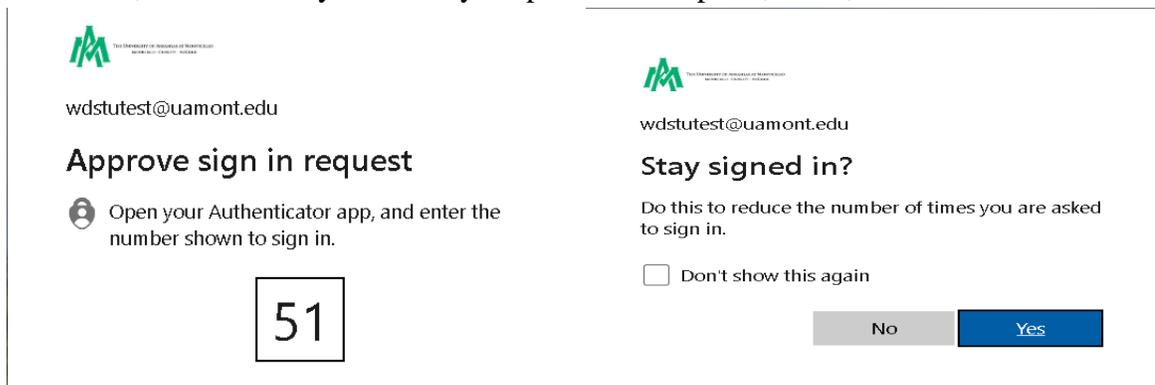
- g. Click “Next”.



- h. You have successfully setup the Microsoft Authenticator app. Click “Done”.



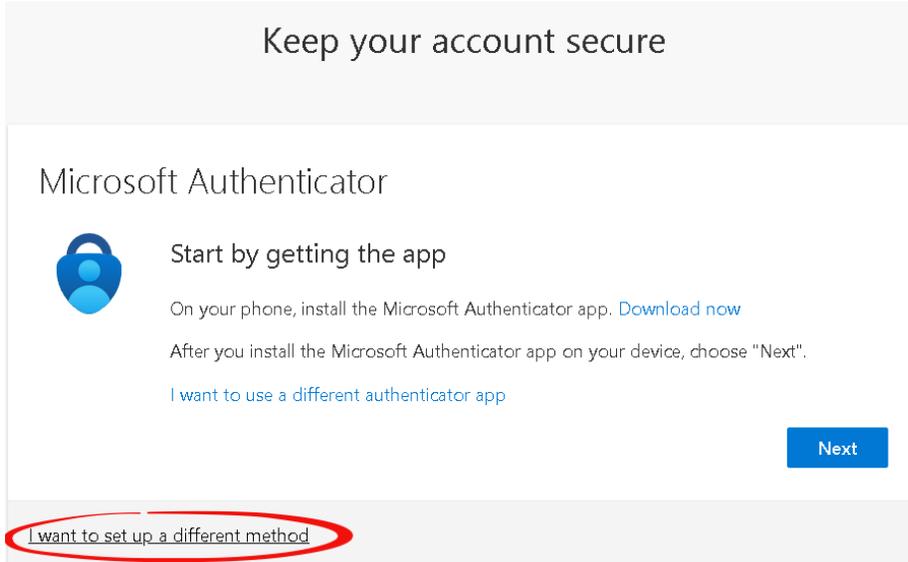
- i. You will be prompted again to verify your identity using the Microsoft Authenticator app. You will approve the request by entering the number that is shown on the screen. On the Stay signed in? screen, click **YES** if you are on your personal computer, if not, click **NO**.



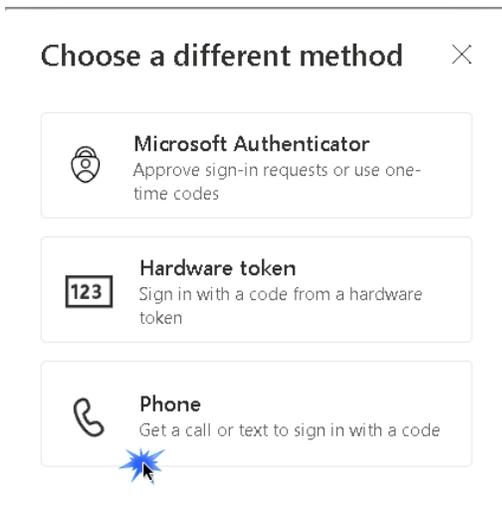


UAM New Student Account Activation Instructions

13. To setup a phone call or text method click on “I want to set up a different method”.



14. Click on “Phone”



15. Enter your number and select either “Receive a code” or “Call me”, then click “Next”.



UAM New Student Account Activation Instructions

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

United States (+1) 8704601520

Receive a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

16. You immediately get either a phone call or text. Once you approve or enter the code, click “Next”.

Phone

We're calling +1 8704601520 now.

Back

Phone

Call answered. Your phone was registered successfully.

Next

17. Once you get a success screen click “Done”.



UAM New Student Account Activation Instructions

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Phone
+1 8704601520

Done

18. You will be prompted again to verify your identity using a phone call or text. On the Stay signed in? screen, click **YES** if you are on your personal computer, if not, click **NO**.

The left screenshot shows the 'Verify your identity' screen for the email address wdstutest@uamont.edu. It offers two verification methods: Text (+X XXXXXXXXXX20) and Call (+X XXXXXXXXXX20). The right screenshot shows the 'Stay signed in?' screen for the same email address, asking the user to confirm if they want to reduce the number of times they are asked to sign in. There is an unchecked checkbox for 'Don't show this again' and two buttons: 'No' and 'Yes'.

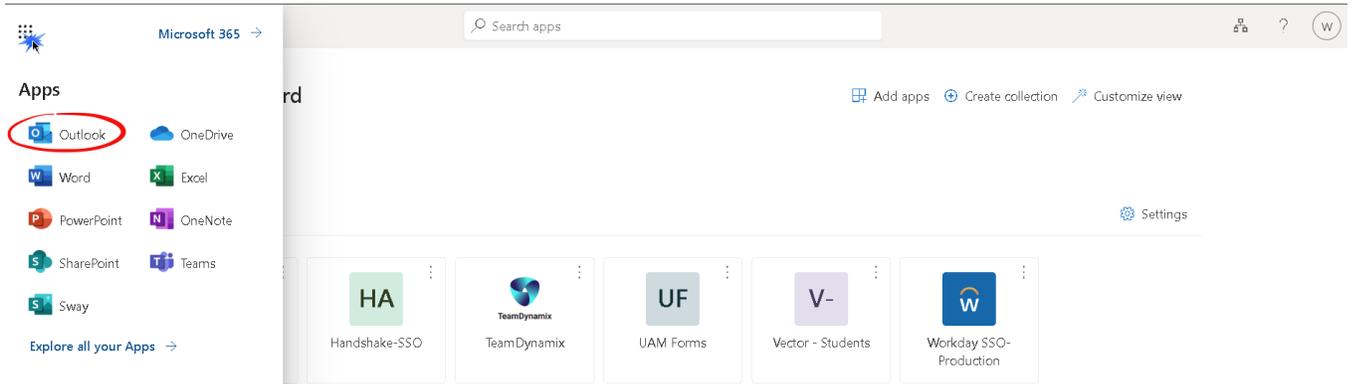
19. You should now see apps on your dashboard.

The screenshot shows the 'Apps dashboard' interface. At the top, there is a search bar for apps and options to 'Add apps', 'Create collection', and 'Customize view'. Below the search bar, there is a section for 'Apps' with a 'Settings' link. The main area contains six application tiles, each with a logo and name: Blackboard (Bb), Handshake-SSO (HA), TeamDynamix, UAM Forms (UF), Vector - Students (V-), and Workday SSO-Production (W).

20. To get to your email account, click on the series of dots in the top left hand corner of the page, and click on Outlook.



UAM New Student Account Activation Instructions



Contact Information

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 - UAM-ITHelp@uamont.edu
Blackboard - blackboard@uamont.edu
Report Spam - spam@uamont.edu
Workday - workdayhelp@uamont.edu