

# Getting Started Online

A step-by-guide to accessing your student accounts



*University of Arkansas Community College at Morrilton is committed to excellence in learning and personal enrichment*

## First Things First

Your UACCM network username follows this pattern: first initial + middle initial + full last name + last three digits of your Student ID number. Your UACCM email address your username plus the domain name @uaccm.edu. If you have two last names, both will be used *unless* this would cause the username to exceed the 20-character limit. In that case, only the first of these will be used.

## Examples

**Anna E. Williams 200010101**  
Username aewilliams101  
Email aewilliams101@uaccm.edu

**Tracy Thompson-Barr 200010102**  
Username txthompsonbarr102  
Email txthompsonbarr102@uaccm.edu

**Estéfan Alamilla Fernandez 200010103**  
Username exalamilla103  
Email exalamilla103@uaccm.edu

## Step 1: Create Your Own Password

Navigate to the Microsoft SSO Password Reset site at <https://aka.ms/sspr> This automatically redirects you to <https://passwordreset.microsoftonline.com/>

Enter your UACCM student email address and the Captcha text and click Next. Leave the option “I forgot my password” selected and click Next. You can elect to receive a 1-time passcode to the email address you listed on your admissions application. After you enter the code, you will be prompted to create your own password.

The password you create needs to meet these conditions:

- 15 characters or longer
- At least 1 capital - AND - 1 lowercase letter
- 1 or more numbers
- 1 or more special characters such as #,\$%&\*!?
- May not contain your first name, last name, or your Student ID number

† UACCM network passwords are valid for 90 days, after which they need to be updated. We recommend creating an event on your phone’s calendar 12 weeks (84 days) from the date you create/update your password. This way, when you get the reminder, you will still have a few days left to create a new password.

‡ Please do *not* save your password on your computer or phone, as this will likely interfere with future password changes or updates

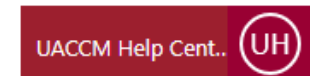
## Step 2: Enroll in 2-Factor Authentication

Once your password is set, you will be prompted to enter your cell phone number in order to register this number as an account recovery option in addition to your email address.

## Step 3: Set Up the Microsoft Authenticator

Microsoft Corp has changed their security policy to require users to verify their accounts using the Microsoft Authenticator app (with end-to-end encryption) rather than using the 6-digit code sent via SMS (unencrypted).

In the top red banner of your M365 screen, you’ll see a circle by your name containing your initials. Click on the circle and then select View account underneath your address

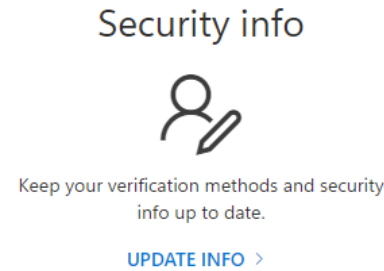


**UACCM Help Center**

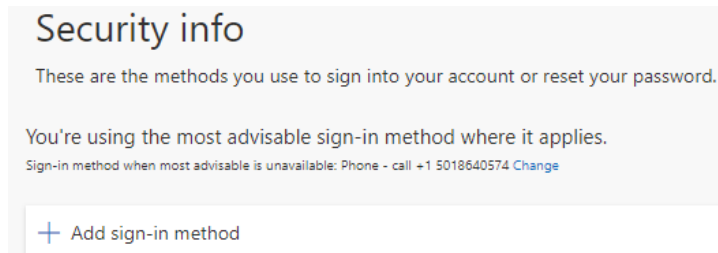
HelpCenter@uaccm.edu

[View account](#)

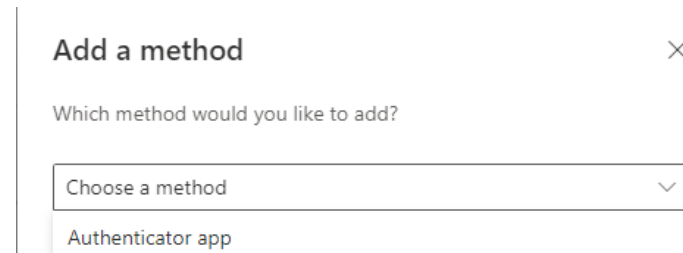
On the next screen, find the Security Info tile and click on the phrase **UPDATE INFO**



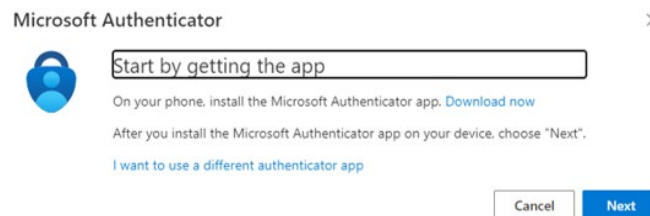
On the next screen, click **Add sign-in method**



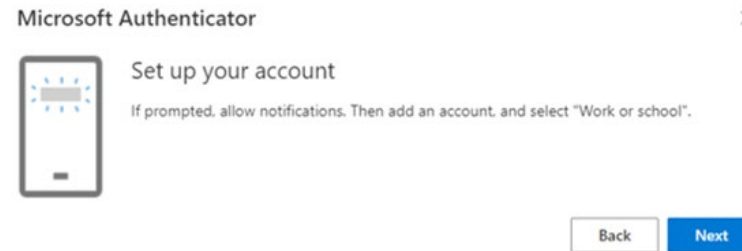
In the Add a method box, click the arrow next to **Choose a method** and select **Authenticator app**



When you see the prompt, download the Microsoft Authenticator app from Google Play or the App Store. Once you have the app installed, click **Next** on your computer screen.

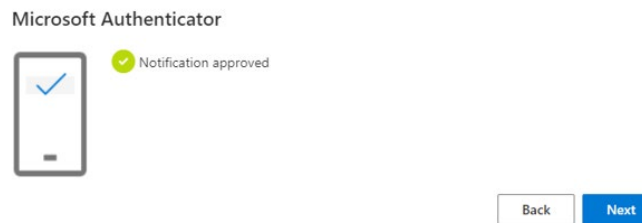


Open the app and touch **Add account**. Select **Work or School**, then choose the option **Scan QR code** and click **Next** on your computer screen



Scan the QR code that appears on your computer screen using the scanner within the app on your phone. You may need to give the app access to your camera for this

Once you scan the code, the app will bring up either a dialog box and keypad to enter the 2-digit code shown on your computer screen and touch **YES** (Android) or a set of three pairs of digits so you can select the correct code and touch **APPROVE** (iPhone)



Click **Next** to finish

#### Step 4: Workday login

Once you have created a new password on Microsoft 365, you can log into your student Workday account on Microsoft My Apps. Go to <https://myapplications.microsoft.com> and sign in using your student email address and the password you created. Once you have signed into MyApps, click on the Workday Student icon.

#### Step 5: Blackboard login

When signed into Microsoft MyApps, click on the Blackboard icon.

You can also navigate to the Blackboard login page directly at <https://uaccm.blackboard.com/>

Your username will be your UACCM network username and the password will be the one you created.

*§ Please note: Your Blackboard account may not be available until 2 weeks before the start of the upcoming term. If you are still not able to sign into Blackboard 10 days before the start of term, please contact the Help Center at [helpcenter@uaccm.edu](mailto:helpcenter@uaccm.edu) or call directly at (501) 208.5312*

#### Step 6: Install Respondus LockDown Browser

Go to the UACCM Portal at <https://portal.uaccm.edu> Click on the Blackboard tab and scroll down to this link:

<https://www.respondus.com/lockdown/download.php?id=245749641>

If your device runs Windows, MacOS, or iOS, clicking the **DOWNLOAD** button will download the installation file. Depending on your OS version, you may need to navigate to your Downloads folder and double-click on the file name to launch the installation.

[LockDownBrowser-2-1-2-07-245749641.exe](#)

If you are using a Chromebook, clicking the **DOWNLOAD** button will add LockDown Browser as a Chrome extension with no further action needed.

Library Database access - when accessing digital resources from the Library, you will log in with your network username and the password you created.