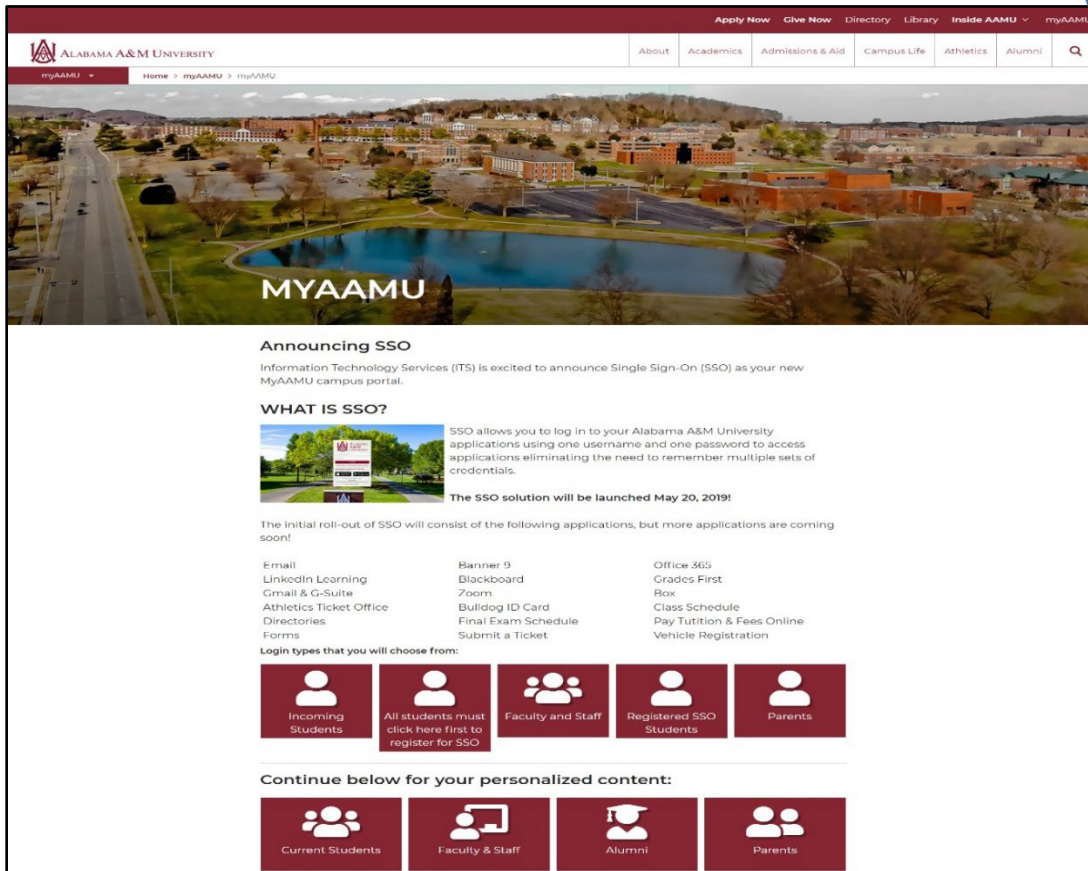


# First Time Student SSO Registration

Information Technology Services (ITS) is excited to announce Single Sign-On (SSO) as your new [MyAAMU](#) campus portal.

Step 1: Click the **myAAMU link** from the AAMU homepage. [MyAAMU](#)



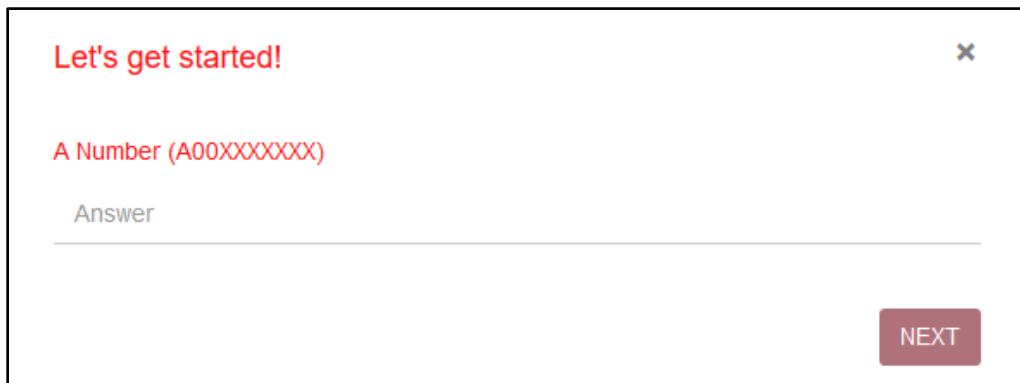
The screenshot shows the Alabama A&M University homepage. At the top right, there is a navigation bar with links for 'Apply Now', 'Give Now', 'Directory', 'Library', 'Inside AAMU', and 'myAAMU'. A blue arrow points to the 'myAAMU' link. Below the navigation bar is a large banner image of the campus with the text 'MYAAMU' overlaid. Underneath the banner, there is a section titled 'Announcing SSO' with a sub-header 'WHAT IS SSO?'. This section includes a small image of a sign and text explaining that SSO allows users to log in to various university applications with one username and password. It also lists the initial roll-out applications: Email, LinkedIn Learning, Gmail & G-Suite, Athletics Ticket Office, Directories, Forms, Banner 9, Blackboard, Zoom, Bulldog ID Card, Final Exam Schedule, Submit a Ticket, Office 365, Grades First, Box, Class Schedule, Pay Tuition & Fees Online, and Vehicle Registration. Below this, there are five buttons for 'Login types that you will choose from': 'Incoming Students', 'All students must click here first to register for SSO', 'Faculty and Staff', 'Registered SSO Students', and 'Parents'. At the bottom, there is a section for 'Continue below for your personalized content:' with buttons for 'Current Students', 'Faculty & Staff', 'Alumni', and 'Parents'.

Step 2: Choose your *Log in Type* to see Information that will be available to you:



This image is a close-up of the 'Login types that you will choose from' section. It shows five buttons: 'Incoming Students', 'All students must click here first to register for SSO', 'Faculty and Staff', 'Registered SSO Students', and 'Parents'. A blue arrow points to the second button, 'All students must click here first to register for SSO'.

Step 3: Enter your Student ID (e.g. A00099999) and then click *Next*.



The screenshot shows a registration form with a red title 'Let's get started!' and a close button (X) in the top right corner. Below the title, there is a red label 'A Number (A00XXXXXXX)' and a text input field with the placeholder text 'Answer'. At the bottom right of the form, there is a red button labeled 'NEXT'.

Step 4: Enter your First name and then click Next.

A screenshot of a web form titled "Let's get started!" with a close button (X) in the top right corner. The form contains a label "First Name" in red, followed by a text input field with the placeholder text "Answer". At the bottom of the form, there are two buttons: "BACK" on the left and "NEXT" on the right, both in a dark red color.

Step 5: Enter your Last name and then click Next.

A screenshot of a web form titled "Let's get started!" with a close button (X) in the top right corner. The form contains a label "Last Name" in red, followed by a text input field with the placeholder text "Answer". At the bottom of the form, there are two buttons: "BACK" on the left and "SUBMIT" on the right, both in a dark red color.

Step 6: Create new password

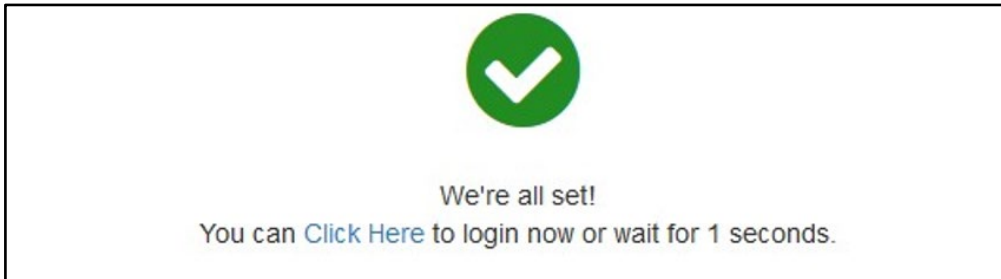
A screenshot of a web form titled "Please create your new password". At the top center is a large dark red circle containing a white letter "C". Below the circle is the text "Firstname.Lastname (username)". A blue arrow points from a note box on the right towards this text. Below the username are two text input fields: "New Password" and "Confirm Password". At the bottom left is a dark red "SUBMIT" button. At the bottom right is a blue link labeled "Password Requirements".

**Note: Please take note of your User Name (see screen shot below) as this will now be used to log into the SSO portal.**

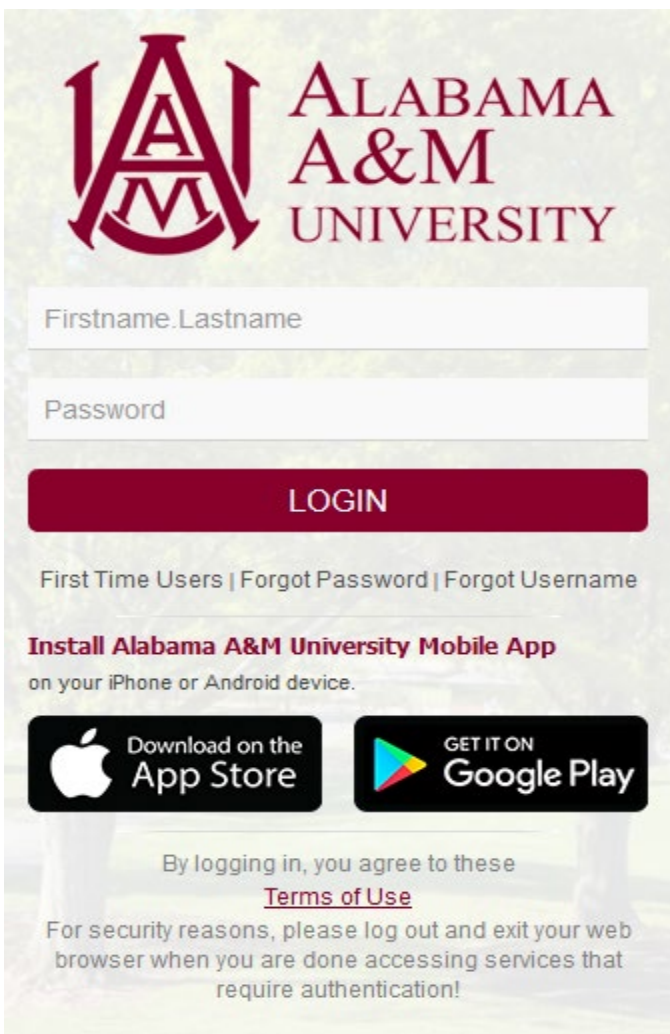
**New Passwords must meet the following requirements:**

- Must be an 8-character minimum and 64-character maximum length
- May use special characters but not required
- Cannot use sequential and repetitive characters (e.g. 12345 or aaaaa)
- Cannot use commonly used passwords (e.g. p@ssw0rd)
- Cannot use any part of the account name (firstname.lastname) or parts of the user's name
- Cannot use last 4 previous passwords

Step 7: Successful SSO registration.

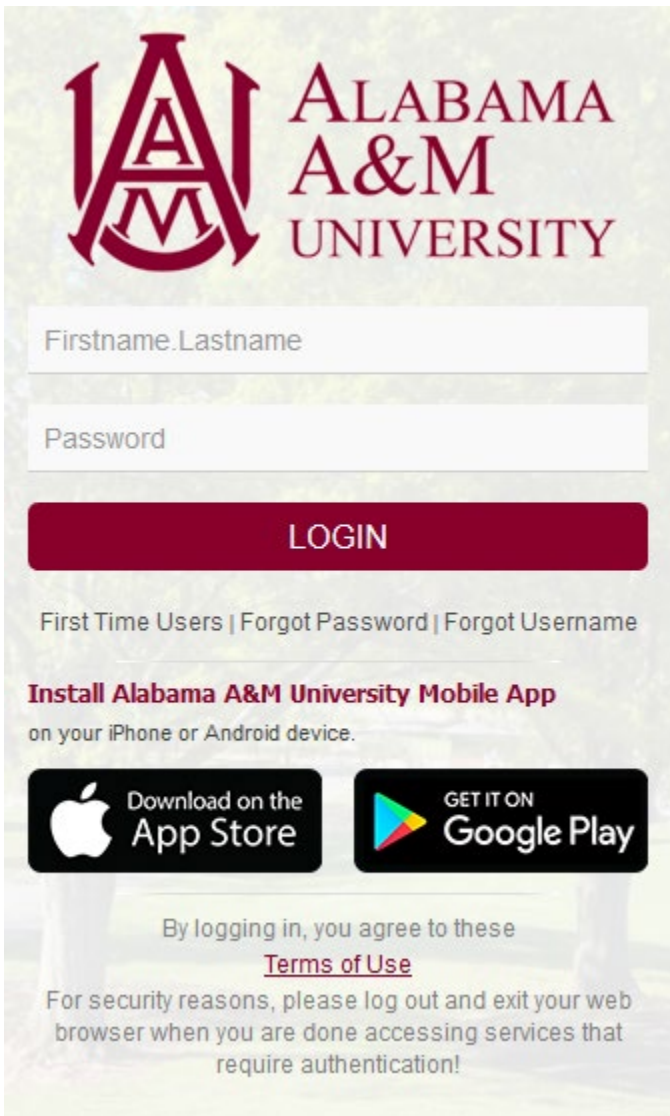


Step 8: You will be redirected to the SSO Login Page



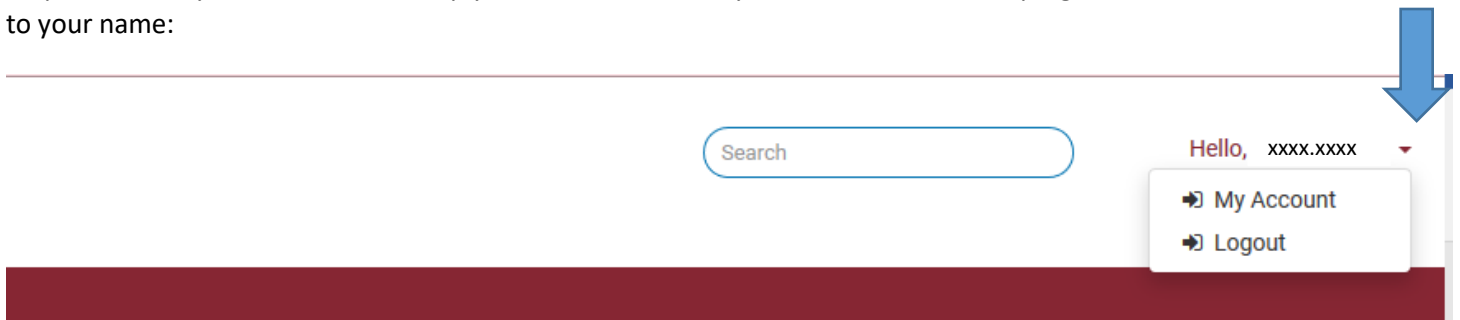
# Set up Account Recovery Options

Step 1: Enter your firstname. lastname and current email password or updated password to login.

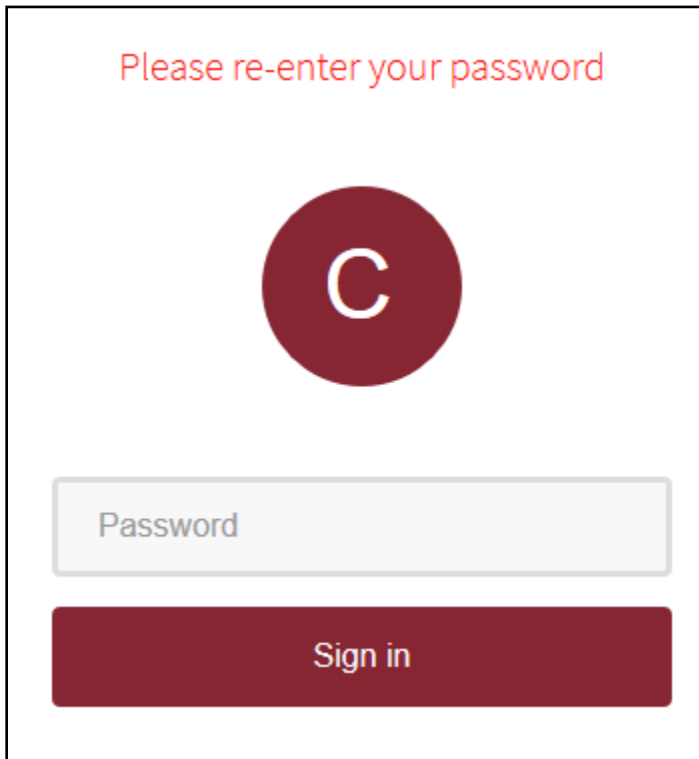


The image shows the login page for Alabama A&M University. At the top left is the university's logo, a stylized 'AAM' in maroon. To its right, the text 'ALABAMA A&M UNIVERSITY' is displayed in maroon. Below the logo and text are two input fields: the first is labeled 'Firstname.Lastname' and the second is labeled 'Password'. A large maroon button with the word 'LOGIN' in white text is positioned below the input fields. Underneath the button, there are links for 'First Time Users', 'Forgot Password', and 'Forgot Username'. Further down, there is a section titled 'Install Alabama A&M University Mobile App' with the text 'on your iPhone or Android device.' Below this are two buttons: 'Download on the App Store' with the Apple logo and 'GET IT ON Google Play' with the Google Play logo. At the bottom, there is a disclaimer: 'By logging in, you agree to these [Terms of Use](#). For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!'

Step 2: Access your Account to set up your Account Recovery details. Look to the top right and click on the arrow next to your name:



Step 3: For account security purposes, you will need to enter your password again.



Please re-enter your password

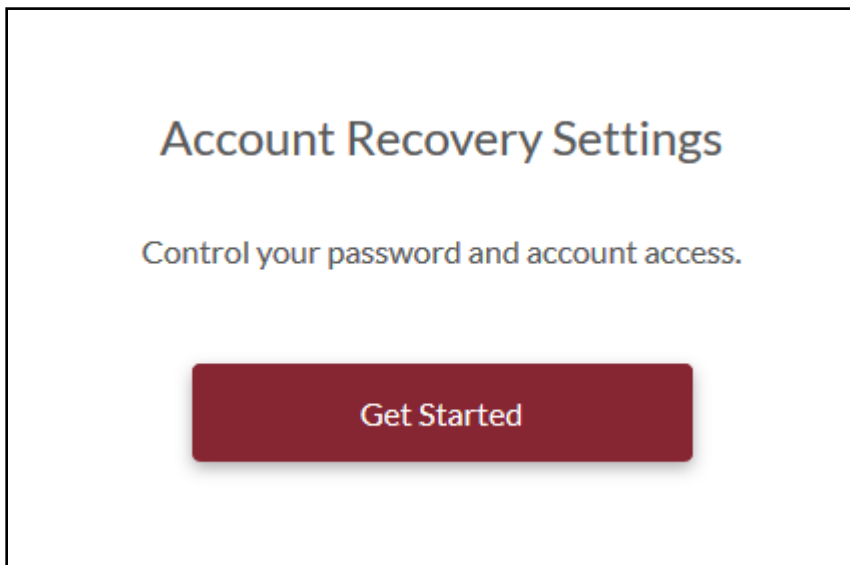
C

Password

Sign in

The screenshot shows a white rectangular box with a thin black border. At the top, the text "Please re-enter your password" is displayed in a red font. Below this text is a large, dark red circular icon containing a white letter "C". Underneath the icon is a light gray rectangular input field with the placeholder text "Password". At the bottom of the box is a dark red rectangular button with the white text "Sign in".

Step 4: Choose Account Recovery Settings to enter personal information needed to control access to your Account.



Account Recovery Settings

Control your password and account access.

Get Started

The screenshot shows a white rectangular box with a thin black border. In the center, the text "Account Recovery Settings" is displayed in a dark blue font. Below this, the text "Control your password and account access." is shown in a smaller, gray font. At the bottom of the box is a dark red rectangular button with the white text "Get Started".

Submitting information through Account Recovery allows you to recover your account by answering security questions, accessing your secondary email address, or allowing text messages to be sent to your primary or secondary cell phone number(s). You must set up at least two of these account recovery options to continue. We strongly suggest you set up all 3 options: secondary email, phone number(s), and security questions.

Step 5: Account Recovery via Security Questions. Select Questions that you can answer easily.

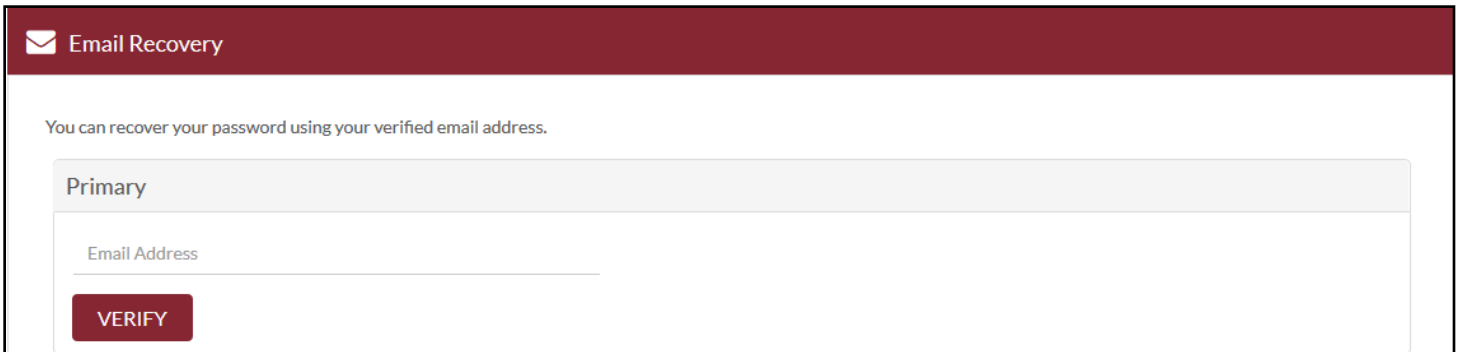
Please remember that when you try to recover your password, the answers must match **EXACTLY** how you enter them here (case and whitespace sensitive). For example, the 4<sup>th</sup> answer is French fries. If this question is selected, you must capitalize the first 'F' in 'French', use a single space before the next word, and use a lowercase 'f' in 'fries'.

The screenshot displays the 'Account Recovery Settings' page. At the top, there is a red header with the title 'Account Recovery Settings' and a 'Back to Account Security' button. Below the header, there is explanatory text for 'Security Questions', 'Email Recovery', and 'Phone Recovery'. The 'Security Questions' section is highlighted with a red background and contains a form with four question-answer pairs. Each pair consists of a question dropdown menu and an answer text field with a toggle for visibility. A 'SUBMIT' button is located below the form. At the bottom of the page, there are buttons for 'Email Recovery', 'Phone Recovery', 'Back to Account Security', and 'My Applications'.

Step 6: Account Recovery via Email. Select a non AAMU email address

Please enter a secondary email address that you are able to access and that no one else is using. ***We DO NOT recommend that you use a family member's or friend's email address in this case as it needs to be unique in our system to work properly.*** The system will send an email to this address with a code to use to complete the setup. If you use this method to recover your password, you will need to be able to access this email account to retrieve the code to verify you. This is for your security. ***If you did not receive the verification code in your Inbox, please check your Junk and/or SPAM folder(s).***

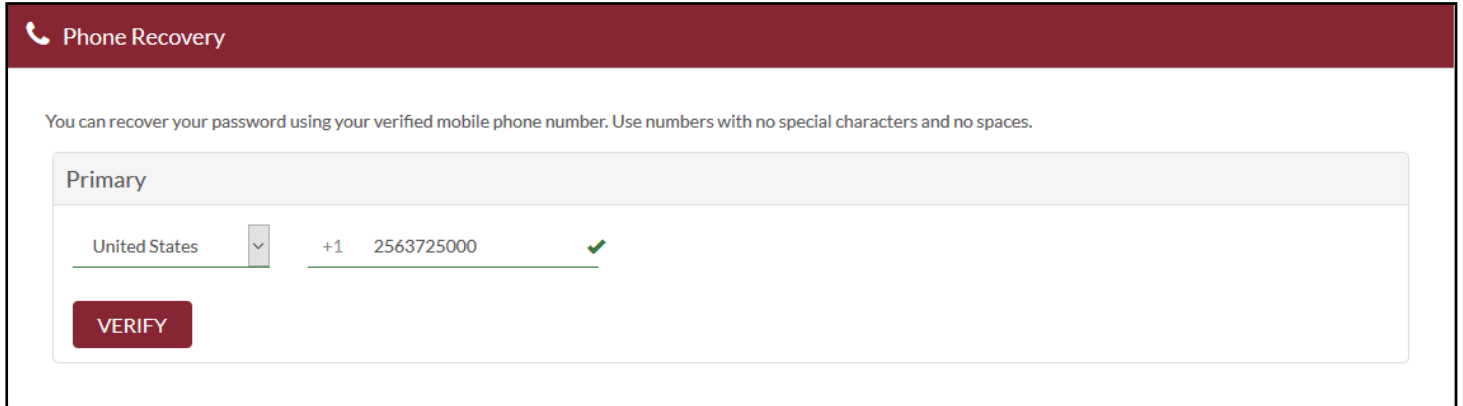
**\* IMPORTANT: DO NOT USE YOUR AAMU or Bulldog EMAIL ADDRESS FOR YOUR SECONDARY EMAIL RECOVERY. YOU WILL NOT BE ABLE TO OBTAIN THE SECURITY CODE IF YOU CANNOT ACCESS YOUR AAMU EMAIL ACCOUNT.**



The screenshot shows a web form titled "Email Recovery" with a maroon header. Below the header, there is a message: "You can recover your password using your verified email address." The form has a "Primary" section with an "Email Address" input field and a red "VERIFY" button.

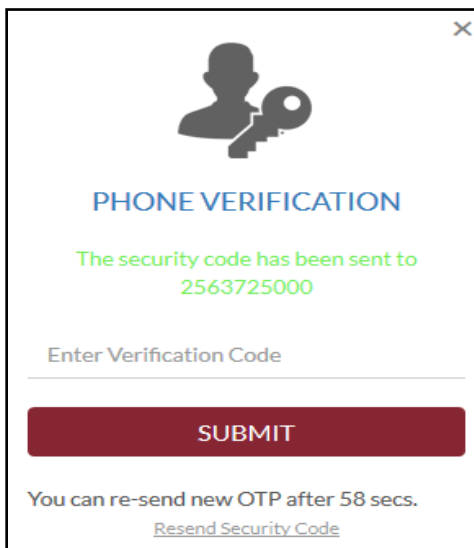
Step 7: Account Recovery via mobile phone number. Enter a mobile number.

Please enter a primary cell phone number that you can access and will accept text messages. The system will send a text message to this phone number with a code to use to complete the setup. If you use this method to recover your password, you will need to be able to access cell phone numbers text message to retrieve the code to verify you. This is for your security. **Do not include a "1" before your area code.**



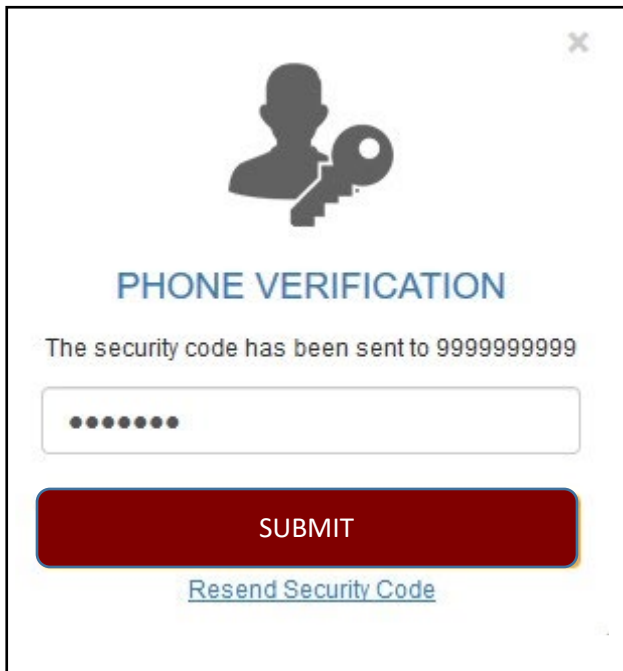
The screenshot shows a web form titled "Phone Recovery" with a maroon header. Below the header, there is a message: "You can recover your password using your verified mobile phone number. Use numbers with no special characters and no spaces." The form has a "Primary" section with a dropdown menu set to "United States", an input field containing "+1 2563725000" with a green checkmark, and a red "VERIFY" button.

Step 8: Check your mobile device, a verification code will be sent via text



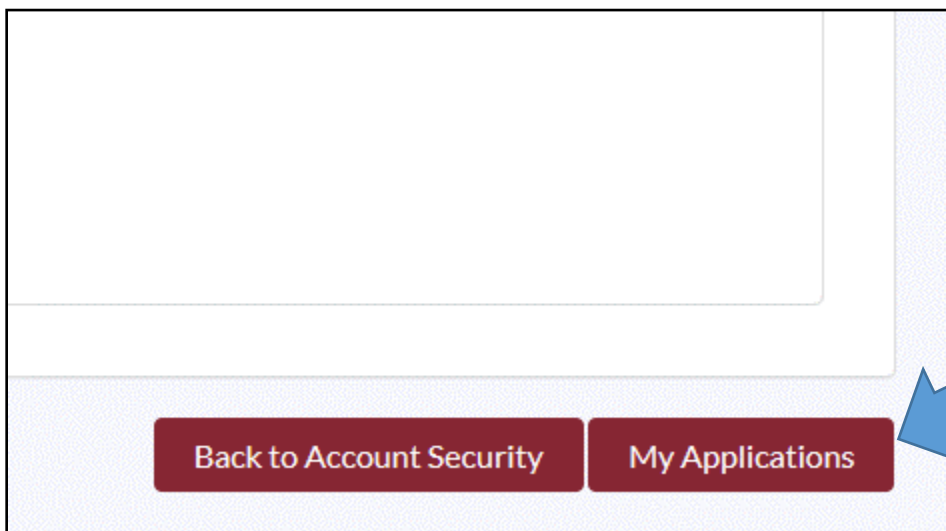
The screenshot shows a mobile verification screen with a maroon header. It features a silhouette icon of a person with a key. The text reads: "PHONE VERIFICATION", "The security code has been sent to 2563725000", "Enter Verification Code", and a red "SUBMIT" button. At the bottom, it says "You can re-send new OTP after 58 secs." with a link "Resend Security Code".

Step 9: Enter the code in order to complete phone verification



A dialog box titled "PHONE VERIFICATION" with a close button (X) in the top right corner. It features a silhouette icon of a person with a key. The text reads: "The security code has been sent to 9999999999". Below this is a text input field containing seven dots. A red "SUBMIT" button is positioned below the input field, and a blue link "Resend Security Code" is located below the button.

Step 10: Once you complete phone verification, click My Applications.



You will now be directed to the Single Sign on Portal!

