



UAF and OIT have made great strides towards Single Sign-on. What this means for you is one username, and one password to access all UA services. For sign in problems, or a forgotten password, you do not have to wait on the phone for help! You can change your password yourself using ELMO.

When you are done with ELMO, you can write your UA Username below for reference.

My UA Username is: \_\_\_\_\_

## Setting Your UA Credential Using ELMO

**Step 1:** Go to <https://elmo.alaska.edu>

**Step 2:** If you know your UA username, or UA ID Number (The 8 digit number starting with a 3 located on your UA ID Card), Choose Option 2. To lookup your account, select Option 3 and answer the initial questions.

**Step 3:** A 6-digit code will be sent to your personal (non-university) email provided during registration or hiring. Enter this code to continue. Contact the Service Desk for additional support.

**Step 4:** Setup the personal security policy that you feel comfortable with. This is an important decision because it determines what is involved the next time you use ELMO to manage your account.

**Self-Service Security Question** Allows you to create custom security questions and answers. The next time you use ELMO you will need to answer these questions correctly to manage your account.

**Disable Self-Service** Completely disables Options 2 and 3, which means that if you forget your password, you will need to contact the OIT Service Desk by phone or in person *only*, to manage your account.

**Step 5:** Select your preferred UA email delivery destination. OIT recommends selecting "UA Google." Which is the default.

**Step 6:** ELMO provides your UA ID Number and UA Username. In the **Set/Change your password here** box, select your username from the drop down menu. Set your password.

Red text will prompt if something is not allowed.  
Green checkmarks will confirm the requirements.

**Step 7:** Choose "Set Password", after confirmation. Your password will now work across all services! This completes use of UA ELMO. Please choose "Sign out" to finish.

**ELMO: EASY LOGIN MAINTENANCE OPTION**  
Version 4.7  
ELMO provides an easy way to manage your identity, activate your account, and reset your password.

Welcome to ELMO!

**OPTION 1:** Login with my UA Username & Password

**OPTION 2:** Reset my password for my UA Username/UA ID#

**OPTION 3:** Search for my Account

Please select the security policy that is right for you...

ELMO allows you to change a password that you know (OPTION 1), or reset a password that you have forgotten (OPTIONS 2 & 3). For self-service password resets, you can choose how strong the security policy will be. Stronger policies make your accounts more secure, however, they can also make the system more difficult to use.

- Self-Service Security Questions:** There are 2 configurations.
  - Set ALL 3 Custom Questions: Only use your Custom security questions.
  - Set 1 or 2 Custom Questions: Use the Standard ELMO security questions followed by your Custom security question(s).
- Disable Self-Service:** REQUIRE UA Username and Password. This option DISABLES Options 2 & 3 for future password changes and UA Username lookups. OIT only recommends selecting this option in extreme cases, such as victims of Identity Theft.

Please select your preferred email destination...

As a member of the University community, you are provided a University email address. You have the freedom to choose to use that email address, or redirect your messages elsewhere.

Please select your preferred email destination from the options below

- If you choose to receive University messages at your University provided email account, please select "UA Google."
- If you plan to receive your University messages using some other service, please select "other" and provide a forwarding email address.

**UA Google - Recommended**

Recommended: A Google account with an @alaska.edu based email address is automatically created for all UA students, faculty, and staff.

**Other**

Please provide valid email address.

Manage email aliases



**Set / Change your password here**

Username:

New Password:

Confirm Password:

✗ Passwords must be at least 8 characters long.  
✗ Passwords must contain uppercase, lowercase, and other (numbers and special characters).

## UA Blackboard Learn

Blackboard is a website designed to provide 24-hour access to course materials and assignments. Many (although not all) instructors use Blackboard. Within Blackboard you can turn in homework, take quizzes and tests, communicate with your fellow students via discussion boards, view your grades, and much more.

You can access Blackboard at <https://classes.alaska.edu>.

## University Network

UAF and OIT have strived to provide the best network experience possible for students. To access the campus network, you must sign in.

### Wired:

1. Connect your device to an Ethernet port.
2. Register your device through our media portal <https://uaf.edu/devices>

### Wireless:

- Connect your device to the "UAlaska" wireless network for full speed service.
- *Visitors can use "UAGuest" (limited service)*
- **Eduroam** is available via: <https://cat.eduroam.org>
- NOTE: For Wi-Fi, Windows, Linux, & Android may require additional steps. Contact the OIT Service Desk for assistance.

## UAOnline

With UAOnline you can register for courses, check on financial aid, make a payment, apply for scholarships, and much more.

Access UAOnline at <https://uaonline.alaska.edu>.

## Google Apps @ UA

Google Apps @ UA is the suite of services used by UA for Email, Calendaring and other online features. Every UA student has a Google Apps email account automatically created. Accessed using your UA username and password set up in ELMO. Your new email address will be your UA Username followed by @alaska.edu, and will have *unlimited* storage.

University electronic communications will be sent to your official university email account on Google Apps @ UA, so check it often and be aware of any forwards setup through ELMO.

Access Google Apps @ UA email at <https://google.alaska.edu>.

## OIT Computer Labs & Collaborative Commons

UAF has a number of general use computer labs for actively-enrolled students, which you can access using your UA Username and password.

**Bunnell The Nook!** Bunnell room 319 (Mon-Fri. 8:00 A.M. - 7:30 P.M., Sat. & Sun. 10:00 A.M. – 6:00 P.M.)

**MBS Student Access Lab** (24 Hour) in MBS Complex, room 110

**Rasmuson Student Access Lab** (24 Hour) in Rasmuson Library, room 404

## UAF Printing

Campus printers can be accessed from OIT computing labs or by uploading print jobs to <https://print.alaska.edu>. UAF students, including those submitting online requests via print.alaska.edu, may print using the funds on their Bear Bucks accounts to pay for printing. Staff and faculty are also eligible to use the student printer service.

## UA Computing Policies

Use of any service, including network usage is subject to UA Board of Regent's Policy. To review these policies, please visit <https://www.alaska.edu/oit/services/policies-and-standards/> for details.

## OIT Service Desk

**How to contact us** The OIT Service Desk provides support for computing resources at UAF via Walk-in, Phone, Email, Chat, and Self-Service.

Our website and service catalog: <http://www.alaska.edu/oit>

Outage information is posted here: <https://status.alaska.edu>

### Bunnell 231 Hours of Operation:

*Monday – Friday:* 7:30 A.M. – 7:30 P.M.

*Saturday & Sunday:* 10:00 A.M. – 6:00 P.M.

### Butrovich 105 Hours of Operation:

*Monday – Friday:* 8 A.M. – 5 P.M.