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

My UA Username is: __________________

**Setting Up Your UA Username Using ELMO**

**Step 1:** Go to https://elmo.alaska.edu using your favorite web browser.

**Step 2:** If you know your UA ID Number (that’s the 8 digit number starting with a 3 located on the front of your new Polar Express Card), select Option 2. If you do not know your UA ID Number, select Option 3.

**Step 3:** Answer the vetting questions correctly!

**Step 4:** Select the security setting you feel comfortable with. This is an important decision because it determines what is involved the next time you want to log in to ELMO to reset your password if you’ve forgotten it.

With the **Standard** setting, you will simply have to answer the same vetting questions next time.

The **Custom** setting will allow you to create one or more custom security questions and answers. The next time you use ELMO you will need to answer these questions correctly. If you set three questions, they will be the only questions required of you to verify your identity.

Finally, there is **Maximum**, which completely disables Options 2 and 3, which means that if you forget your password, you will need to come in to the OIT Support Center to reset it.

**Step 5:** Now that you’re successfully logged in to ELMO you should see your UA ID Number and UA Username displayed on the left side of your screen. Your UA Username is extremely important, as it is your login for your Blackboard, Google Apps @ UA Email, & Computer Lab accounts.

On the right side of the screen is the password reset area. The requirements for this password are rather strict: at least 8 characters, containing at least one number, and at least one upper-case letter.

**Step 6:** Your password now works across all services!
Set / Change your password here

Username: ttjoe1

New Password: ********

Confirm Password: ********

- Passwords must be at least 8 characters long.
- Passwords must contain uppercase, lowercase, and other
  (numbers and special characters).
**UAF Blackboard**

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.

Blackboard Mobile Learn is free and works on most smart mobile devices. Load the application onto your device and search for University of Alaska Fairbanks; then login with UA Username and password.

Don’t see a course you registered for in Blackboard? Contact your instructor for more information.

You can access Blackboard at [http://classes.uaf.edu](http://classes.uaf.edu).

**University Network**

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

**Wired:**

1. Connect your computer to an Ethernet port.
2. Once connected, open your web browser and navigate to [http://www.uaf.edu](http://www.uaf.edu); you should be redirected to the login page.
3. Click the “Full-Access Login” button.
4. Login with your UA Username and password (set in ELMO).

**Wireless:**

1. Connect your computer the "UAlaska" wireless network.
2. Once connected, open your web browser and navigate to [http://www.uaf.edu](http://www.uaf.edu); you should be redirected to the login page.
3. Click or tap on UAlaska Full-Access, and login with your UA Username and password (set in ELMO).

Tired of logging in every time? To setup automatic login for a year on Eduroam, select Eduroam Full-Access, or go to [https://connect.alaska.edu](https://connect.alaska.edu).

**UAOnline**

Although UAOnline doesn’t use your UA Username and Password, you can use UAOnline to register for courses, check on financial aid, make a payment, apply for scholarships, and much more. Signing in to UAOnline requires your UA ID number, as well as a unique PIN.

Need your PIN reset? Contact the UAF Office of Admissions and the Registrar at (907) 474-7500, or the OIT Support Center at (907) 450-8300 for assistance.

You can access UAOnline at [http://uaonline.alaska.edu](http://uaonline.alaska.edu).

**Google Apps @ UA**

Google Apps @ UA is the intuitive, easy-to-use suite of services used by UAF. Every new UAF student has a Google Apps email account automatically created, and is accessed using your UA username and pass you set up in ELMO. Your new email address will be your UA Username followed by @alaska.edu, and will have over 25GB of storage.

The University will only send communications to your official university email account on Google Apps @ UA, so check it often or forward it!

You can access Google Apps @ UA email at [http://google.alaska.edu](http://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. All students receive 1GB of storage space via a ‘shared drive’ labeled ‘L’ under My Computer. This storage is maintained on UAF servers and backed up regularly.

**Bunnell Collaborative Commons** in Bunnell Building, 319 (Mon-Thurs. 8:00 A.M.- 9:30 P.M. Fri. 8:00 A.M – 7:00 P.M. Sat. & Sun. 11:00 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

**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 [http://www.alaska.edu/oit/services/policies-and-standards/](http://www.alaska.edu/oit/services/policies-and-standards/) for details.

**OIT Support Center**

**Hours of Operation:**

- **Monday – Friday:** 7:30 A.M. – 9:30 P.M.*
- **Saturday & Sunday:** 10:00 A.M. – 6:00 P.M.*

*Walk-in support is available only in the Rasmuson Library during the weekends, and after 5PM Monday through Friday.