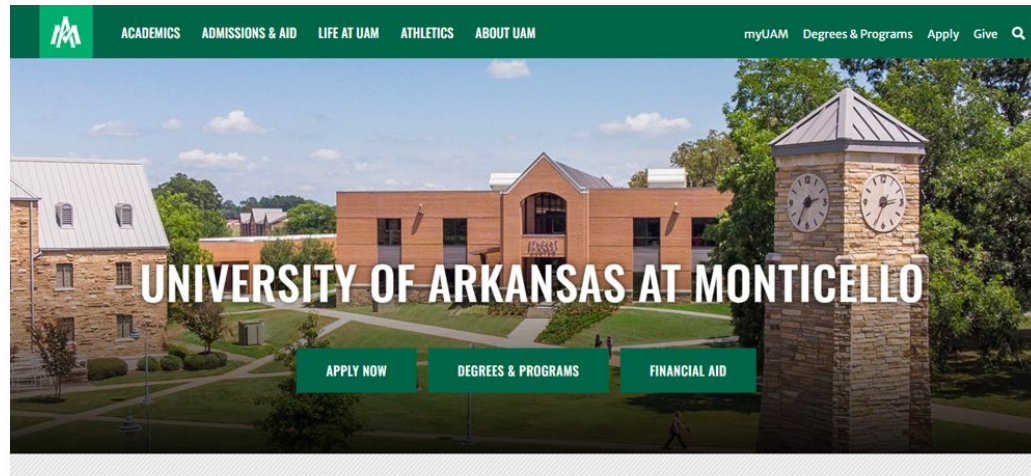


## How To Access Your UAM Blackboard Account

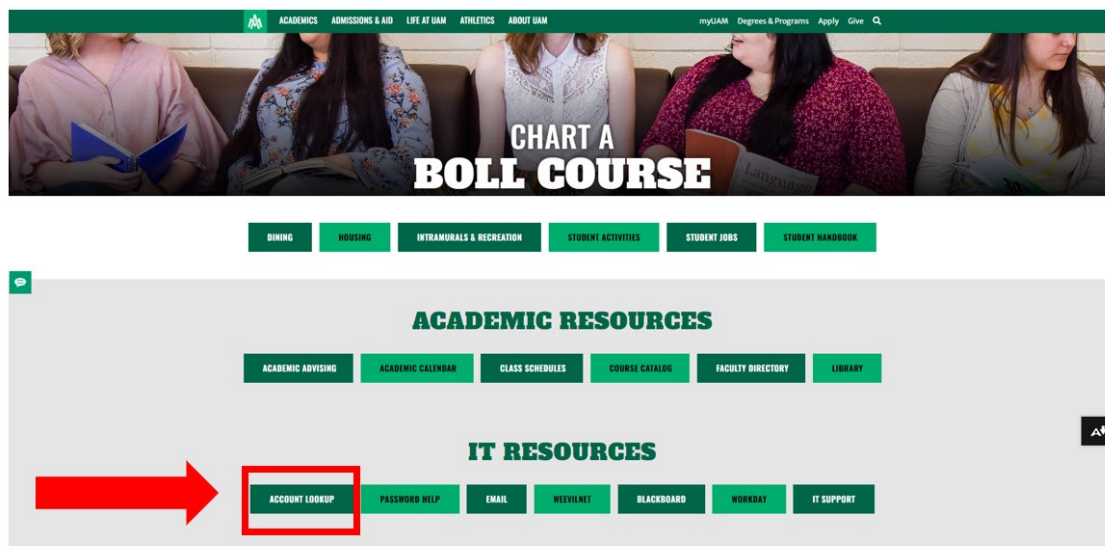
Google Chrome and Mozilla Firefox are the recommended internet browsers for using Blackboard.

First: You need to know your UAM Login Credentials.

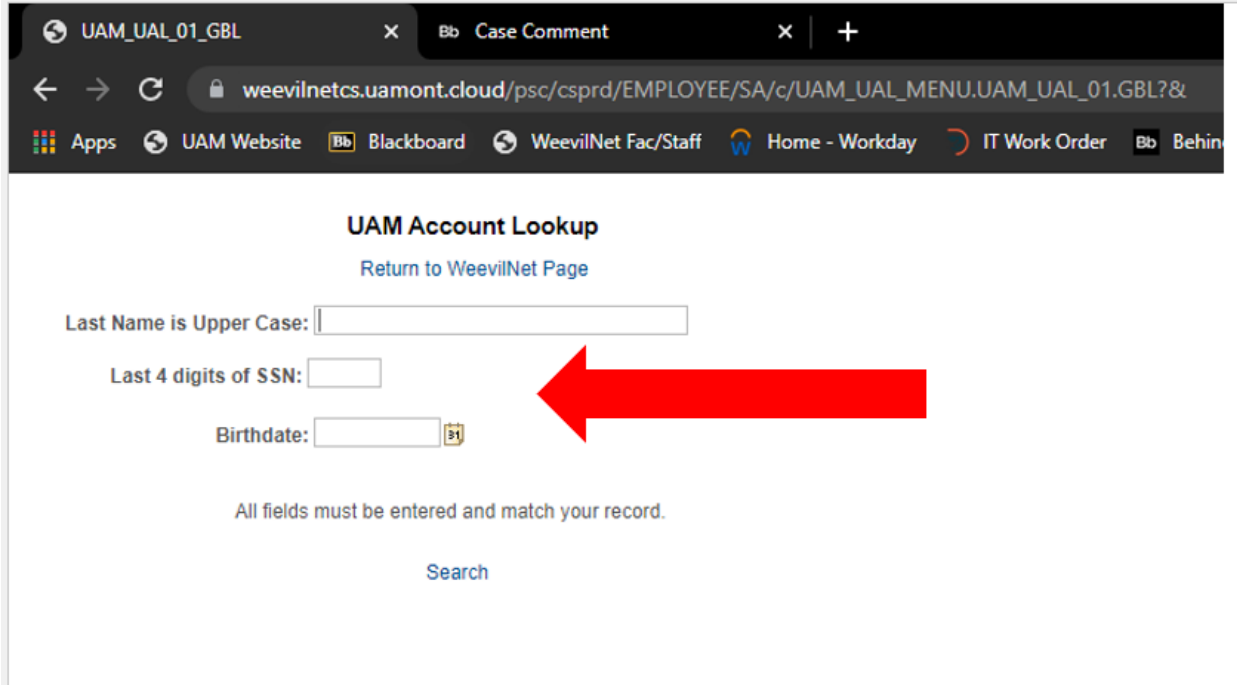
**Step 1 – A:** Open Google Chrome and go to [www.uamont.edu](http://www.uamont.edu). Under INFORMATION FOR: Click on the word STUDENTS.



**Step 1 – B:** Under the IT Resources area click on the ACCOUNT LOOKUP button to access the UAM Account Lookup screen.

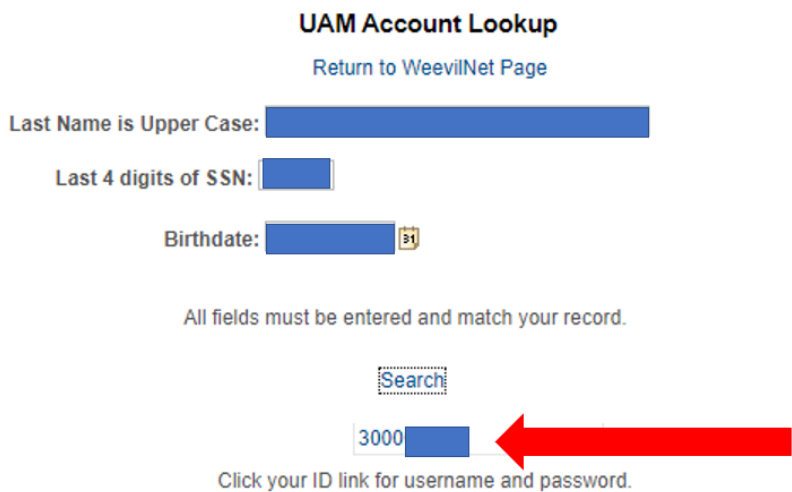


**Step 1 – C:** This should bring you to a white screen that says UAM Account Lookup. Enter your last name in uppercase (Example: WEEVIL), the last four digits of your Social Security Number (SSN) (Example: 1234 or XXXX if you do not have a Social Security Number), and use the Calendar icon to select your birthday (Example January 1st, 2021). Once all the information is entered click Search.



The screenshot shows a web browser window with the URL `weevilnetcs.uamont.cloud/psc/csprd/EMPLOYEE/SA/c/UAM_UAL_MENU.UAM_UAL_01.GBL?&`. The page title is "UAM Account Lookup" with a link to "Return to WeevilNet Page". The form contains three input fields: "Last Name is Upper Case:", "Last 4 digits of SSN:", and "Birthdate:". A red arrow points to the "Birthdate:" field, which has a calendar icon next to it. Below the fields is the text "All fields must be entered and match your record." and a "Search" button.

**Step 1 – D:** Your UAM Student ID Number will appear. Click on your UAM Student ID Number to get your credentials.



The screenshot shows the same "UAM Account Lookup" form, but now the input fields are filled with blue bars. The "Last Name is Upper Case:" field is filled with a long blue bar. The "Last 4 digits of SSN:" field is filled with a shorter blue bar. The "Birthdate:" field is filled with a blue bar and has a calendar icon next to it. Below the fields is the text "All fields must be entered and match your record." and a "Search" button. Below the "Search" button, the number "3000" is displayed in a blue box, with a red arrow pointing to it. Below the "3000" is the text "Click your ID link for username and password."

**Step 1 – E:** Now you have all the information you need to access UAM systems. Your password is linked to all three of your accounts. Now go back to the UAM website.

**UAM Account Lookup**

Student ID # [redacted]

**UAM User Accounts:**

Email: [redacted]@uamont.edu

Blackboard: [redacted]@uamont.edu

WeeviiNet Student Self-Service: [redacted]

Initial Password for UAM User Accounts: Um [redacted]

**USERNAMES**

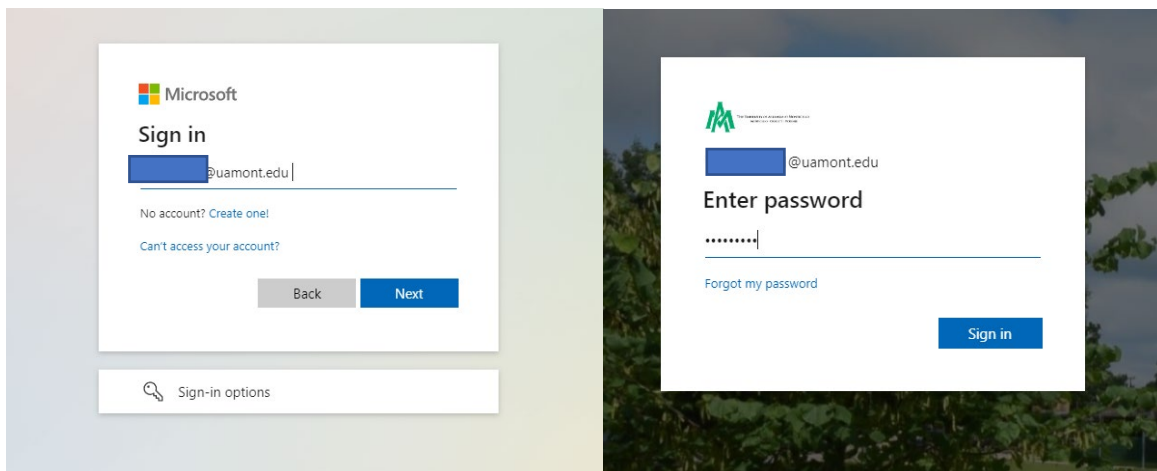
**PASSWORDS**

**Step 1 – F:** On the UAM website, click on the myUAM portal link.

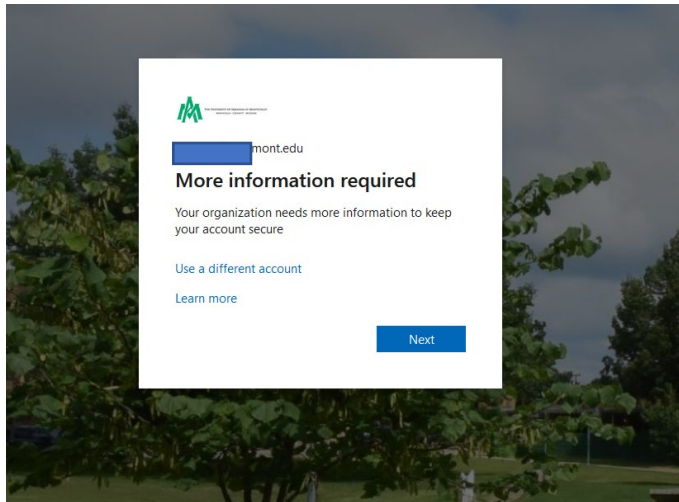


**Second:** You will need to set up your Multifactor Authentication verification process. Multi-Factor Authentication (MFA) is an additional layer of security that helps to protect your account. With MFA, you will be using something you know (your password) with something you have (your device/smartphone) to confirm your identity. MFA helps to better secure your accounts and other UAM resources by asking for a second form of authentication, which usually comes in the form of a notification from a mobile app, a text, or a call to your phone.

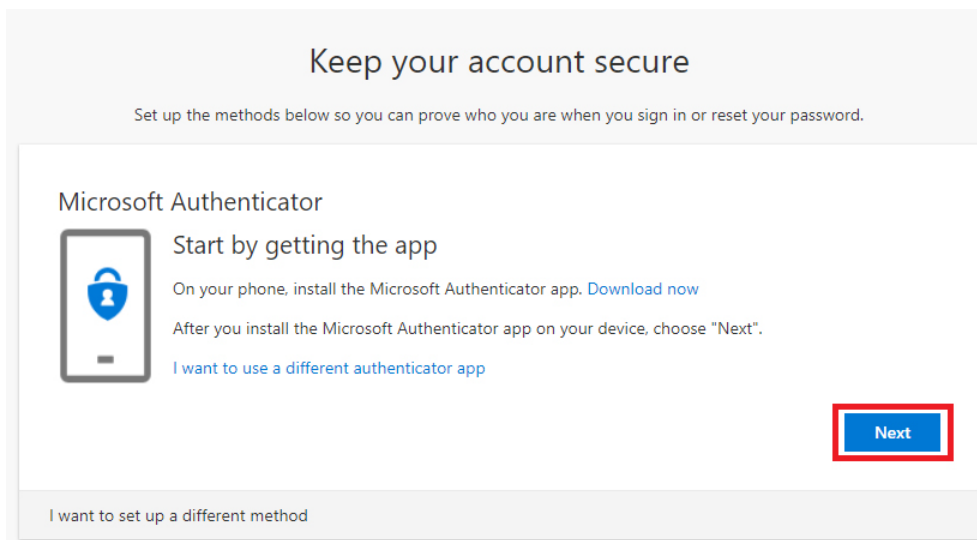
**Step 2:** Sign in with your UAM credentials (UAM E-Mail and UAM Password). Click “Next”.



**Step 3 - A:** You will now be prompted to set up your Multifactor Authentication. Click the “Next” button to continue.



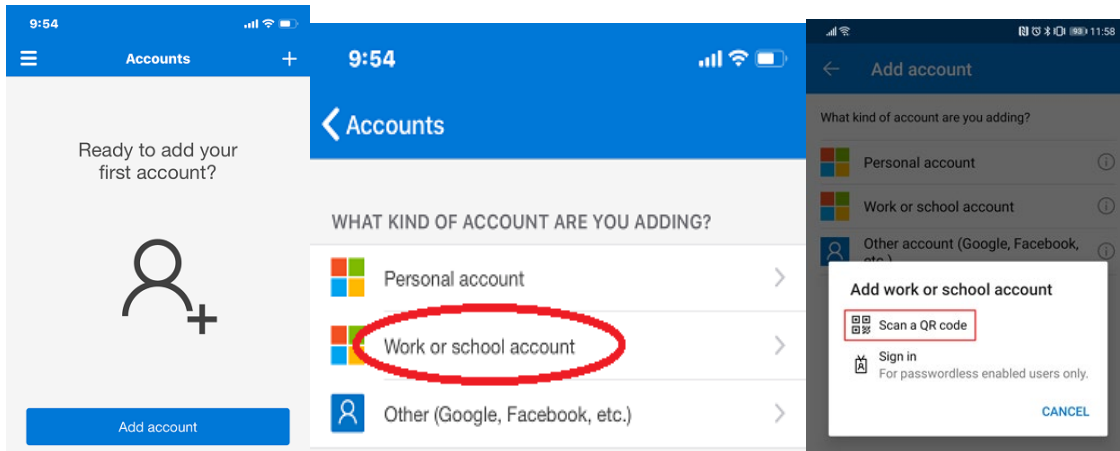
**Step 3 - B:** You will now be prompted to configure your Microsoft Authenticator App. **NOTE: Do NOT** click the “Next” button until you have the Microsoft Authenticator App downloaded and ready to set it up. See Step 3 - C



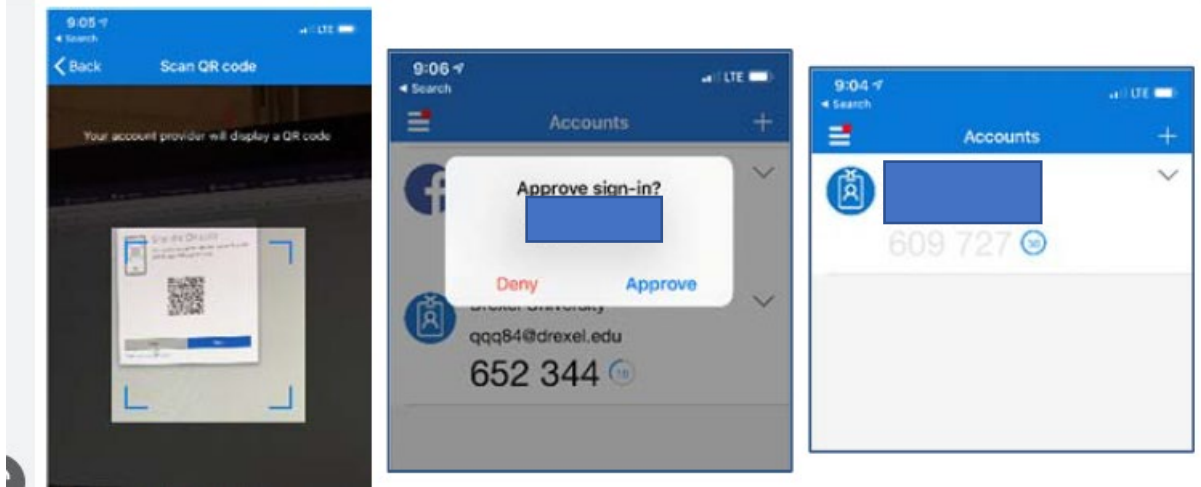
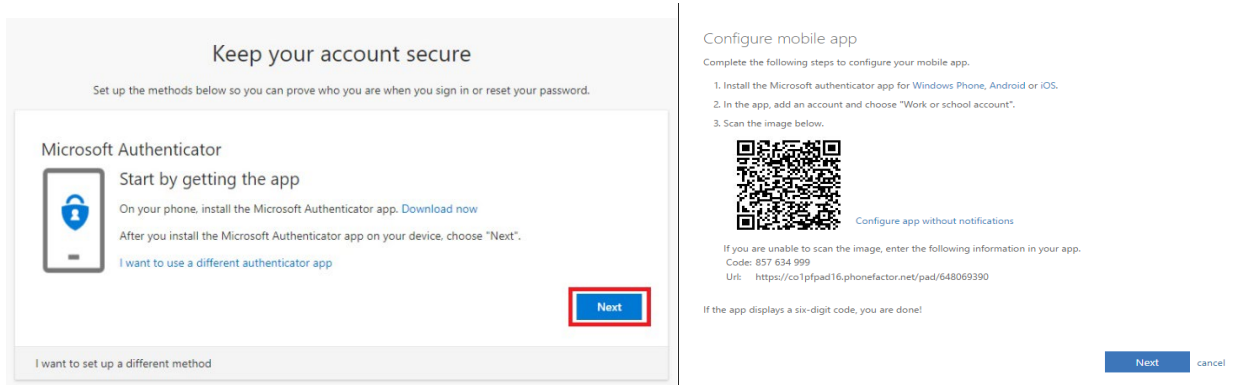
**Step 3 - C:** At this point, go to the Apple Store or Google Play Store on your mobile device. Download the Microsoft Authenticator app to your mobile device.



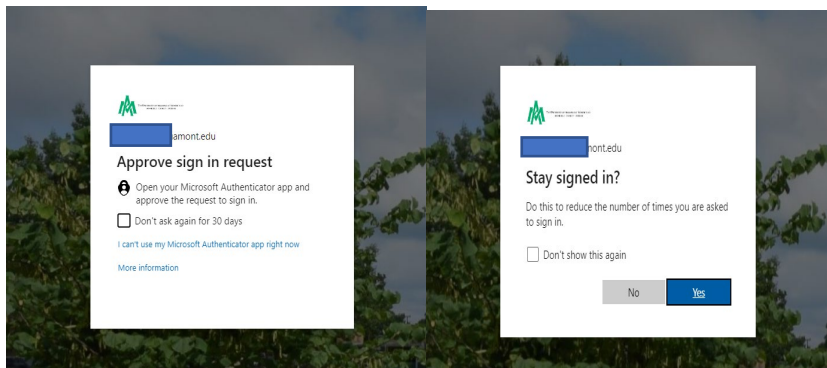
**Step 3 - D:** Open the app up on your mobile device. Click the **“Add Account”** button. Under What Kind Of Account, click on **“Work Or School Account”**. Then click on the **“Scan a QR code”** button.



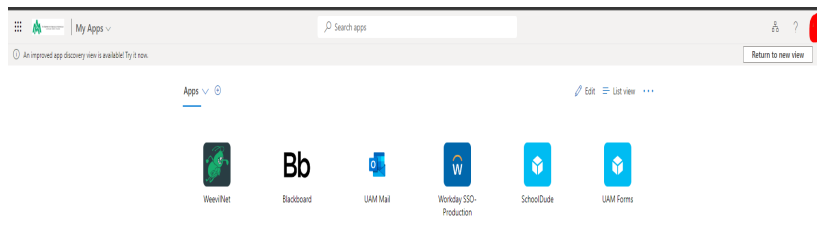
**Step 3 - E:** Now you should be able to click the **“Next”** button to bring up the QR Code for you to scan. With your Authenticator app, scan the QR Code. You will then be prompted to approve the request. After that, you should see your account listed in your Microsoft Authenticator app on your mobile device.



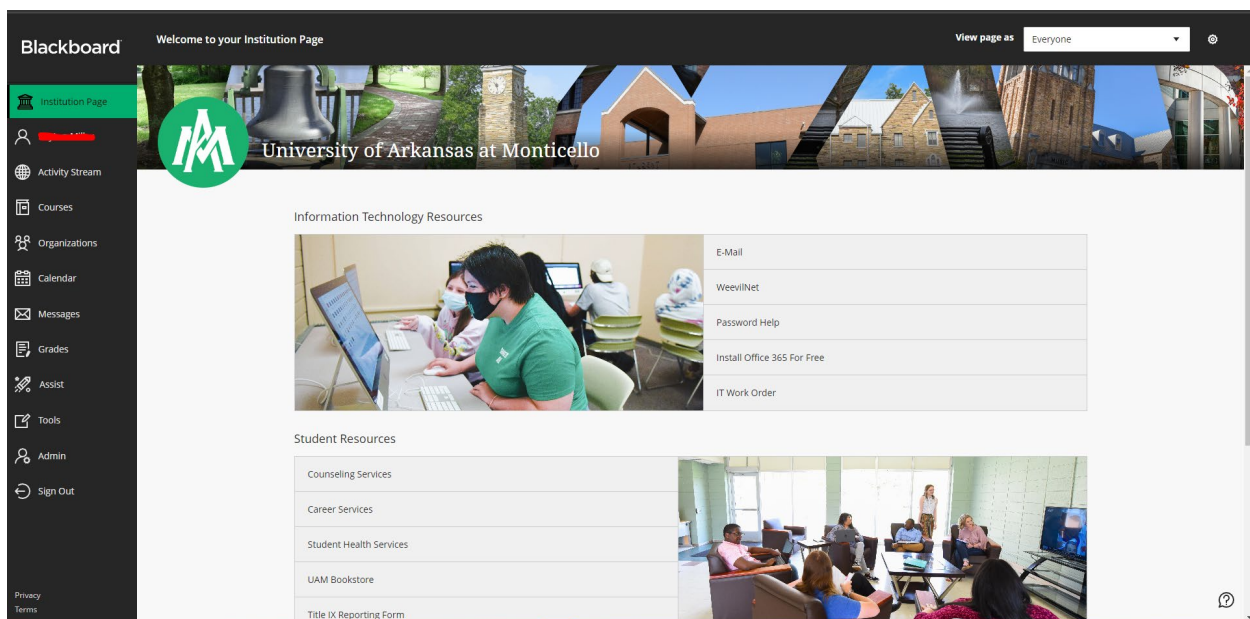
**Step 3 - F:** Verify your identity with your MFA method. On the Stay Signed In screen, if you are on a personal computer you can select **YES** but if your using a public computer or someone else’s computer then select **NO**.



**Step 4:** The following page will bring you to your “MyUAM” portal. Click on the **BLACKBOARD** application to access your Blackboard account.



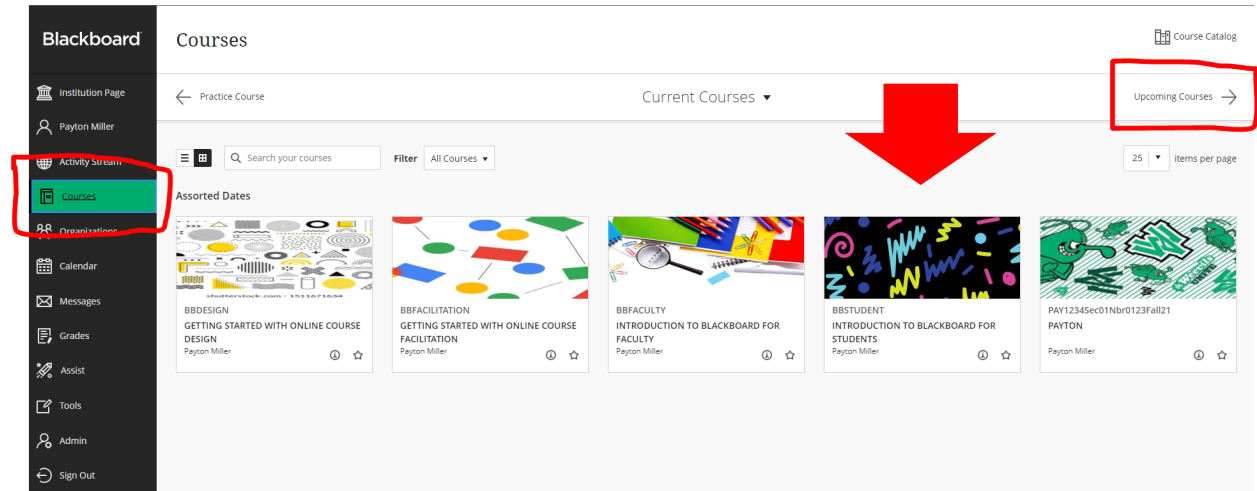
**Step 5:** You should now be inside your Blackboard account. NOTE: If you do not see this screen at this point, please contact IT so they can address the situation.



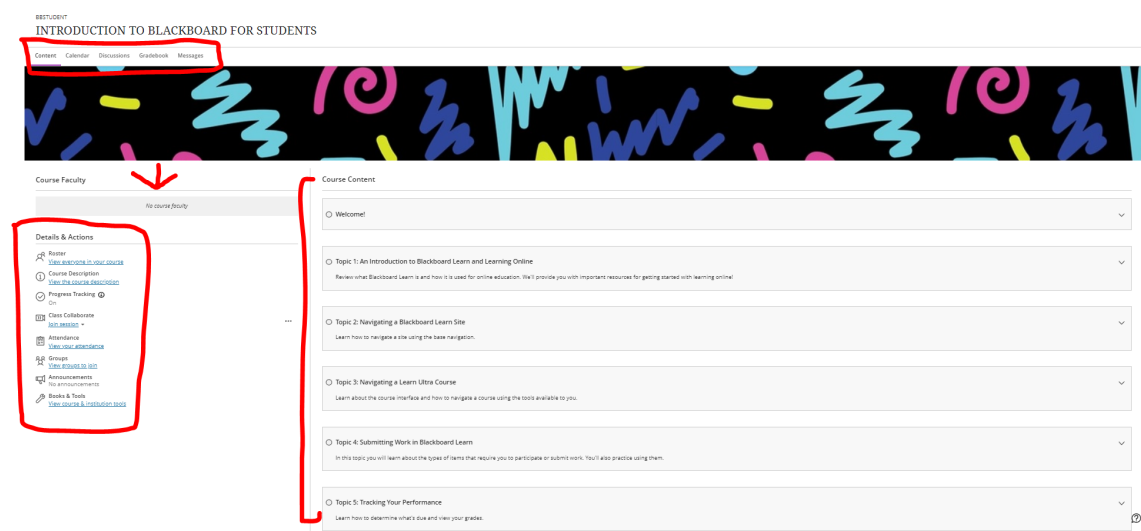
This is your Base Navigation menu. Here is a breakdown of the menu:

- **Institution Page:** Helpful resources for users and important university announcements.
- **Profile:** Select your name in the list and make changes to your online persona.
- **Activity Stream:** See up-to-the-minute action for all of your courses.
- **Courses:** Navigate to past, present, and future courses.
- **Organizations:** (New with Ultra Base Navigation) Access the organizations that you lead or to which you are a member.
- **Calendar:** View course events and due dates for all your courses.
- **Messages:** View and send messages in all of your Ultra courses.
- **Grades:** As an instructor, see what needs grading across all your courses. As a student, check your grades for all courses.
- **Tools:** Access global functions that are outside of your courses such as portfolios or Content Collection.

**Step 6:** Click on COURSES to see the courses you are enrolled in. NOTE: Your courses will not unlock for you until the start of that semester. If you don't see a course here that you are enrolled in, click on UPCOMING COURSES because it might be an 8 Week 2 class. Click on a course to begin working.



**Step 7:** You are now inside a Blackboard course. Become familiar with the different areas of your course.



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 Report Spam - [spam@uamont.edu](mailto:spam@uamont.edu)  
 WeevilNet - [weevilnet@uamont.edu](mailto:weevilnet@uamont.edu)  
 Workday - [workdayhelp@uamont.edu](mailto:workdayhelp@uamont.edu)



