

New Student Orientation

Complete the steps in the four sections below to set up your UAF computer and student accounts.

Step 1: UAOnline is where you will get your 8 digit UA User ID and your UA username. UAOnline is a secured area that enables the student to view his or her academic records and other important student information.

Follow the steps on pages 2 to 6.

Step 2: UAF Web mail is the only email address that UAF will use to send out university information. The web mail account needs to be activated.

Follow the steps on page 7.

Step 3: Blackboard login setup. Blackboard is where your online classes will be displayed.

Follow the steps on page 7.

Step 4: Elluminate Live (ELive) is a real time collaboration tool that allows you to communicate with the instructor and other students in your online course.

You will need to:

Download JAVA ELive Software

Start on Page 8

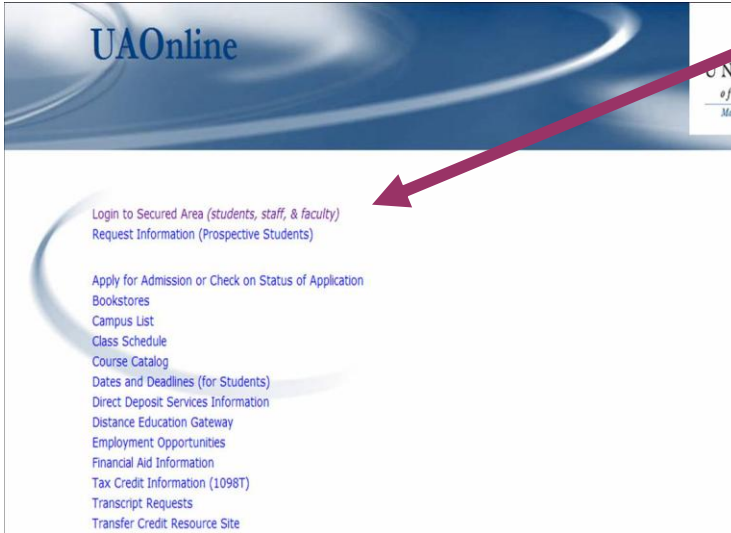
If you bought your books through UAF, you will be sent a 2-way Headset. If you did not buy your books from UAF you will need to purchase a headset.

Follow the steps on pages 8 – 14.

Step 1: UAOnline

1) UA User ID and Username

Go to <https://uaonline.alaska.edu> and click on **Login to Secured Area** and follow the instructions.



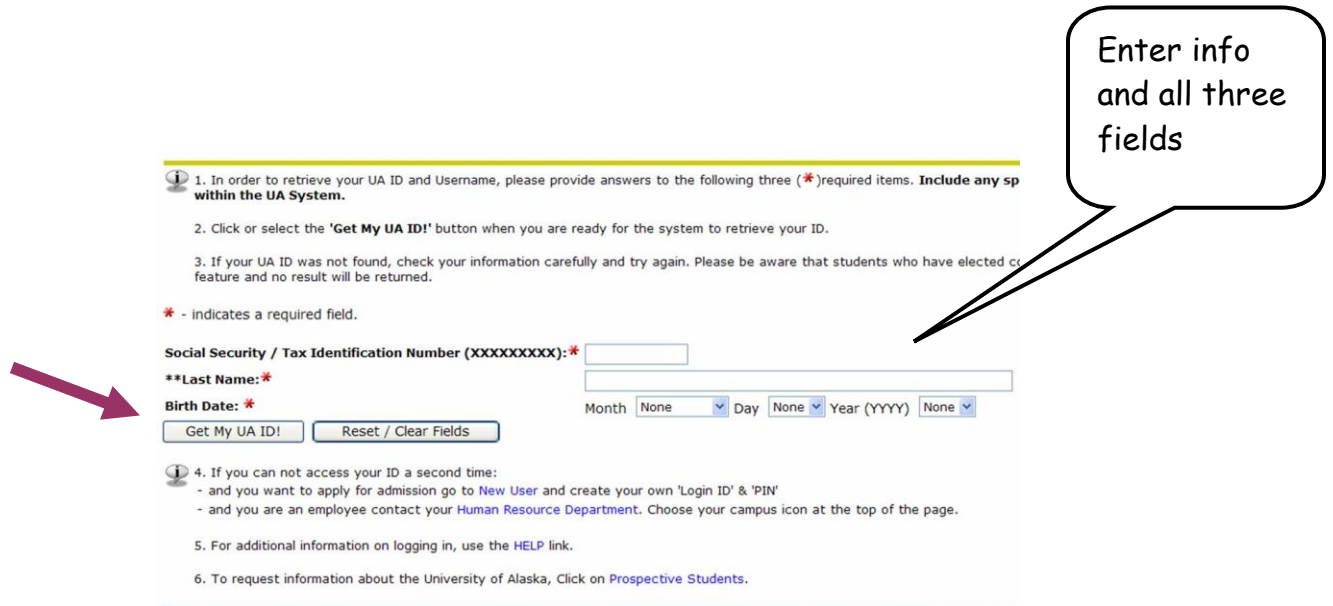
If you know your UA ID and PIN enter these into the fields on the lower left-hand corner. If you DO NOT know your UA ID and PIN, click on the link [look up your ID here](#) and follow the instructions on the new page.

Enter
UA ID
and PIN
here if
known

The screenshot shows the 'User Login' page on UAOnline. It includes instructions for logging in, such as entering an 8-digit UA ID and a PIN. A callout box on the left points to the input fields for UA ID and PIN. Another callout box on the right points to the 'look up your ID here' link. The page also contains a 'Login' button and a 'Forgot PIN?' button. At the bottom, it says 'RELEASE: 7.4'.

Click here if you do not
know UA ID and PIN

Enter the required information requested and click on **Get My UA ID!** A new page will open with your 8-digit **UA ID number** used for UAOnline login, as well as your **UA Username** which will be used for Blackboard.



1. In order to retrieve your UA ID and Username, please provide answers to the following three (*)required items. **Include any spaces within the UA System.**

2. Click or select the **'Get My UA ID!'** button when you are ready for the system to retrieve your ID.

3. If your UA ID was not found, check your information carefully and try again. Please be aware that students who have elected co-enrollment feature and no result will be returned.

* - indicates a required field.

Social Security / Tax Identification Number (XXXXXXXX):*

****Last Name:***

Birth Date: * Month Day Year (YYYY)

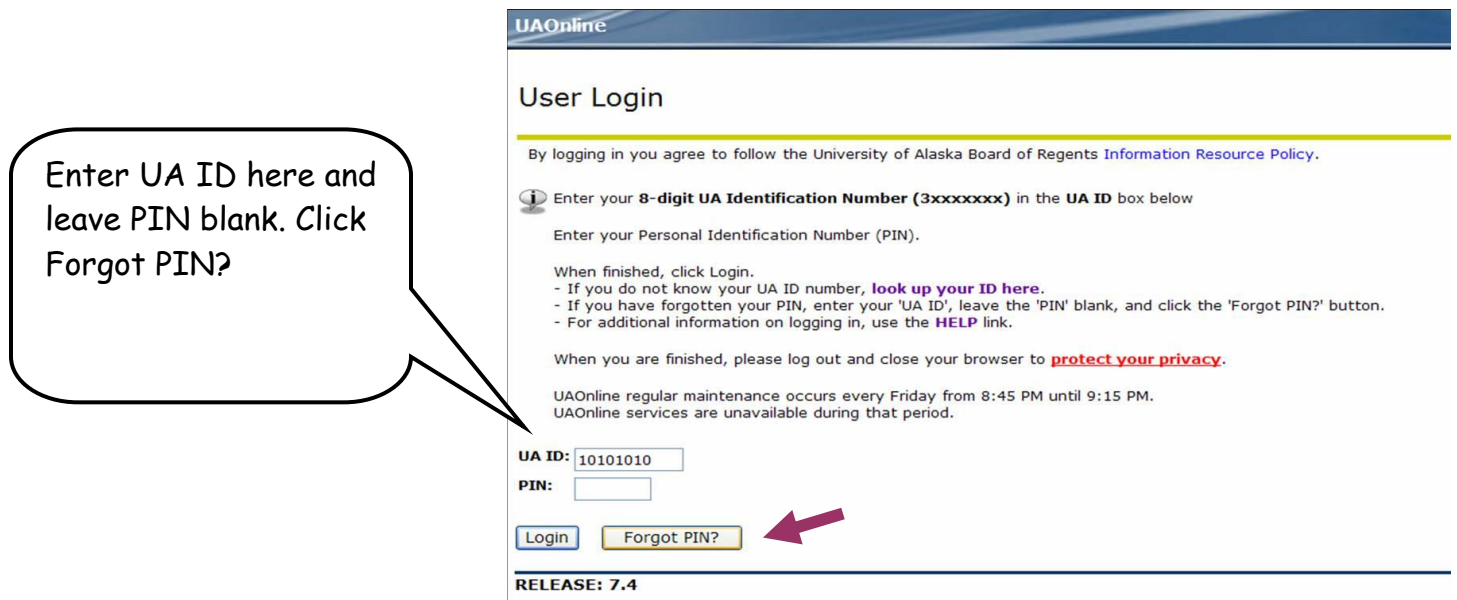
4. If you can not access your ID a second time:
- and you want to apply for admission go to [New User](#) and create your own 'Login ID' & 'PIN'
- and you are an employee contact your [Human Resource Department](#). Choose your campus icon at the top of the page.

5. For additional information on logging in, use the [HELP](#) link.

6. To request information about the University of Alaska, Click on [Prospective Students](#).

Enter info and all three fields

If you already know your UA ID (the 8-digit number) but forgot your PIN, go to the original login page. Enter in your UA ID, leave the PIN field blank and click **Forgot PIN?**



UAOnline

User Login

By logging in you agree to follow the University of Alaska Board of Regents [Information Resource Policy](#).

Enter your **8-digit UA Identification Number (3xxxxxxx)** in the **UA ID** box below

Enter your Personal Identification Number (PIN).

When finished, click Login.
- If you do not know your UA ID number, [look up your ID here](#).
- If you have forgotten your PIN, enter your 'UA ID', leave the 'PIN' blank, and click the 'Forgot PIN?' button.
- For additional information on logging in, use the [HELP](#) link.

When you are finished, please log out and close your browser to [protect your privacy](#).

UAOnline regular maintenance occurs every Friday from 8:45 PM until 9:15 PM.
UAOnline services are unavailable during that period.

UA ID:

PIN:

RELEASE: 7.4

Enter UA ID here and leave PIN blank. Click Forgot PIN?

A Security Answer page will open with your UA ID number and the Question you entered when you first created your account. Enter the answer to your question.

UAOnline

Security Answer

Please provide the correct answer to your security question and then click Submit Answer
You will then be asked to enter a new PIN for future access.

UA ID: 10101010
Question: Who is my best friend - wife?
Answer:

RELEASE: 7.4

If you enter in the correct answer you will be instructed to create a new PIN. If you do not enter the correct answer, go to <https://authserv.alaska.edu/> and click on [LINK TO ELMO NOW](#) and follow the instructions.

UNIVERSITY of ALASKA

UA Authentication Service (AUTHSERV)

AUTHSERV LOG IN

AUTHSERV requires you log in with your UA AuthServ credentials.

UA Username or ID#
Password

If you have never logged into an application via AUTHSERV before or you are experiencing problems logging in please first use the **ELMO** (Easy Login Maintenance Option) to reset your password. [LINK TO ELMO NOW](#)

Questions? Other options or if you are unable to log in:

Contact my local Help Desk: [Help Desk Listings](#)
General Announcements... [Thu Mar 15 15:37:36 2007](#)

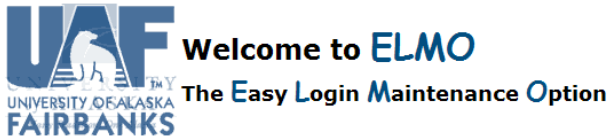
NOTE: Here you will be resetting your password. The Authentication Service (AuthServe) password will also be used for logging into your Blackboard account as of January 9, 2009.

UAF is an AA/EO employer and educational institution.

This program is funded in part by Denali Commission.

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University of Alaska Enterprise Authentication Service (AUTHSERV) If you have never used your AUTHSERV account click on [ELMO](http://elmo.alaska.edu) (<http://elmo.alaska.edu>) to activate your account. A small window to ELMO will pop up. Click on the option that matches what you need.



Option 1: I know my UA Username/ID # & password

Option 2: I know my UA Username or UA ID#

Option 3: Search for my UA Username and ID #

ELMO provides an easy way to activate your computer account and reset your password. Your account is used to access EDIR, MyUA and other online services.

After clicking an option, you will be prompted to enter personal information (SSN, birth date, etc.) before your UA Username/ID and/or password is displayed

Please contact the [OIT Support Center](#) if you encounter any problems using this system.
In Fairbanks: 450-8300 * Toll-free: 1-800-478-8226 * Email: helpdesk@alaska.edu



Option 1: I know my UA Username/ID # & password

Option 2: I know my UA Username or UA ID#

Option 3: Search for my UA Username and ID #

Your birth date: JAN 1 1974

Your last name: _____

The last four digits of your SSN: _____

GO ELMO!

Click on Option 3 to find your UA Username and ID

Enter your Date of Birth
Last Name
Last 4 of your SSN
Click on GO ELMO
The next screen will appear.

In order to protect your account, please verify at least 5 of the following pieces of information:

What is your birth date?

If you didn't provide the University your birth date, what is the date you provided?

What high school did you attend? Bronx Beth Jacob H S For Girls
 Jfy Apprentice Program
 Texas High School
 Ausable Valley Central School
 None of these

What is your current Time Keeping Location (TKL e.g. T992)?

This is printed on your timesheet.

Select the semesters you enrolled as a student with any University of Alaska campus. (select all that apply)
 Spring-2008 Summer-2008 Fall-2008
 None of these

What are the last four digits of your current or previous telephone number (home, work, or cell)?
 4924 6601 3375 0149

What is your employment anniversary date, month and day?
 11/2 8/2 5/3 2/1

What are the last four digits of your Social Security Number (SSN)?

If you didn't provide the University your SSN, what are the last four digits of the number you provided?

Complete 4 of the 5 questions. Click Confirm to advance to the next screen

Welcome Mickey Mouse

UA ID# 3000000000 Dallas Budden: [Security Settings](#) | [Sign Out](#)

Instructor

Your UA Username is:

New to the University
 In order to sign in, you will need to activate your account by setting your password.

New Fall 2009 Students: You won't be able to set your password until 48 hours after you register for classes.
New Staff and Faculty: Your account is dependent on your active employment in the system. You will be able to set your password some time between the first work date of your contract, and the end of your first pay period.

Double check that your UA Username matches the pattern of First and Middle initial with full Last Name, like FMLastname. To ensure uniqueness, a number may be appended to your UA Username. [Need more information on how to correct your UA Username?](#)

Your UA Username is used to access the MyUA Portal, UAF Blackboard, Google Apps @ UA, UA Enterprise Directory (EDIR), and many other services.

Campus Locations: Authserv, UA Domain [\(more info\)](#)

Additional Computer Accounts:
 APDB4: UAA (Available)
 FNDB1: BANNER (Available)

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).

Set/Change your password Click on the dropdown arrow in Username and Select your UA username

Create a password with 8 or more characters The password must contain one of each of the following:
 Uppercase and lowercase
 Number and Special character (i.e. !,\$,&)

Click set Password and you are ready to go. It will take about 30 minutes before you can use your new UA ID and password.

Step 2 Webmail (UAF e-mail account)

Go to <http://webmail.alaska.edu>.

As of August 10, 2009 all new UAF e-mail accounts will be created in Google Apps. If you have a UAF email that was created before August 10, 2009 you will need to Opt-In to Google Apps.

How do I Opt-in? Click on the link below and follow the instructions.

<https://www.alaska.edu/google/opt-in/start.xml>

All of the existing emails currently in your UA Statewide, or UAF email account will be automatically migrated to your Google Apps @ UA account .

Google Apps @ UA will ultimately replace the UAF and Statewide email services.

The university is consolidating existing UAF and Statewide email services into Google Apps @ UA.

It is important to note that Google Apps for Education are very different and separate from the free Google.com that many of us use for personal email. (Including the License Agreement...)

Your **username and password** will be the same as **AUTHSERV** that you created in [ELMO](#). New users click on the <http://webmail.alaska.edu> link and enter your username and password

Step 3 Blackboard (Online classes displayed here)

Login into Blackboard at <http://classes.uaf.edu> and click **Login** on the left-hand side.

Click here to log into Blackboard if you know your UA Username* and AuthServ** Password

*Recall finding your UA Username listed under your 8-digit UA ID number (used for UAOnline). Find it again by going to <https://uaonline.alaska.edu>, click on **Login to Secure Area**, and then click on [look up your ID here](#) and fill in all blank fields.

Finding your AuthServe password was discussed in section 1. Go to <https://authserv.alaska.edu/> and click on **LINK TO ELMO NOW and follow the instructions to find it once again.

Step 4: Elluminate Live (ELive)

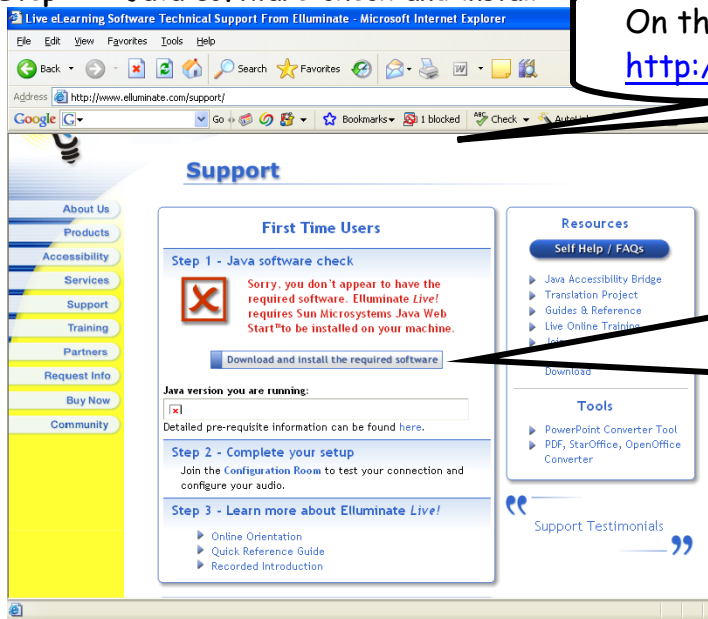
You will need to download JAVA ELive software.

- Headset with microphone or if you have speakers you can complete the software download.
- Connection to the Internet
- Administrator privileges on computer (check with your IT/computer support if you are not the administrator for your computer)
- Minimum system requirements:

Windows:

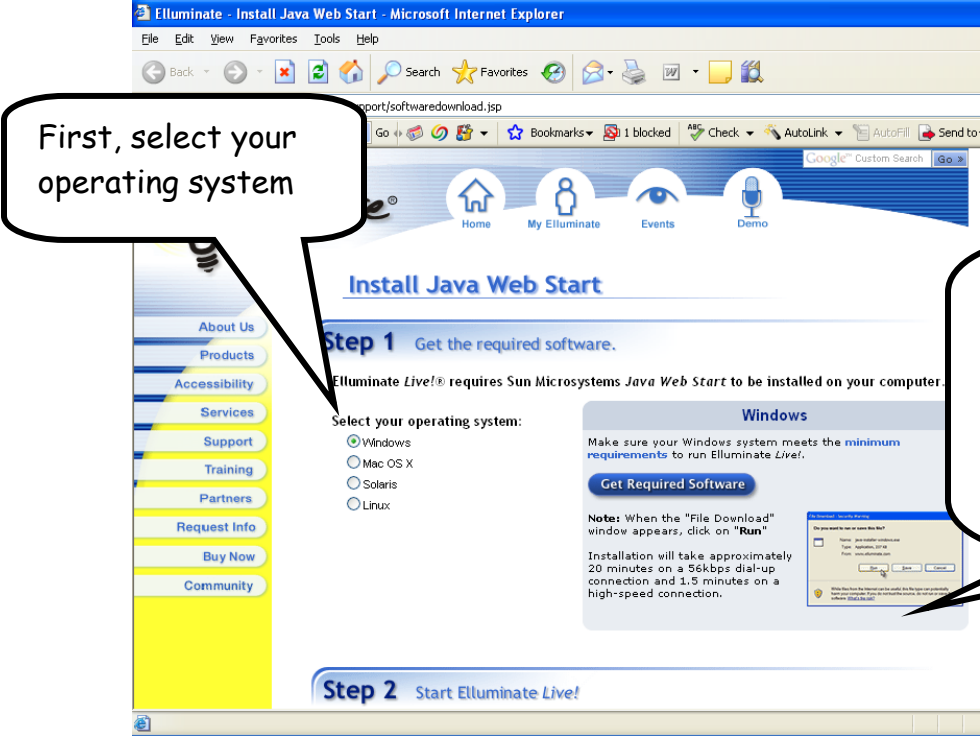
- Windows 2000/XP/Vista
- Pentium III 500 MHz processor
- 256 MB RAM
- 20 MB free disk space
- Soundcard with speakers and microphone or headset
- 28.8 kbps Internet connection

Step 1 - Java software check and install



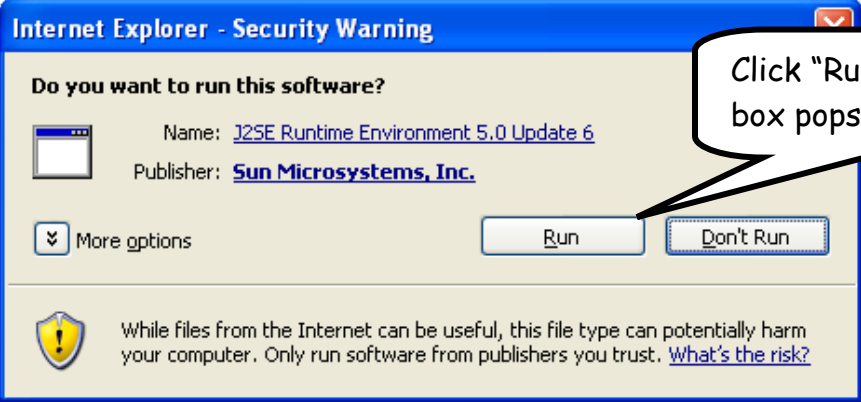
On the Internet go to <http://www.elluminate.com/support>

Locate the "First Time Users" section. This page will indicate if you have the required software installed. If you do not, click on this button to install.

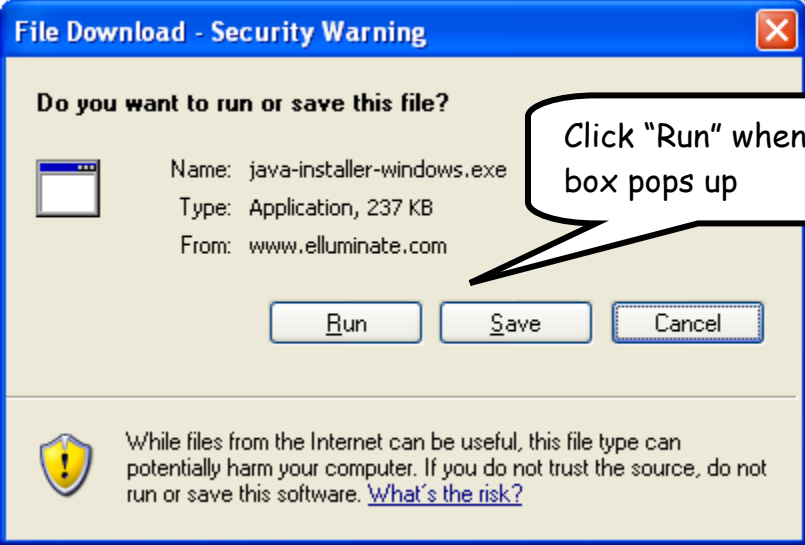


First, select your operating system

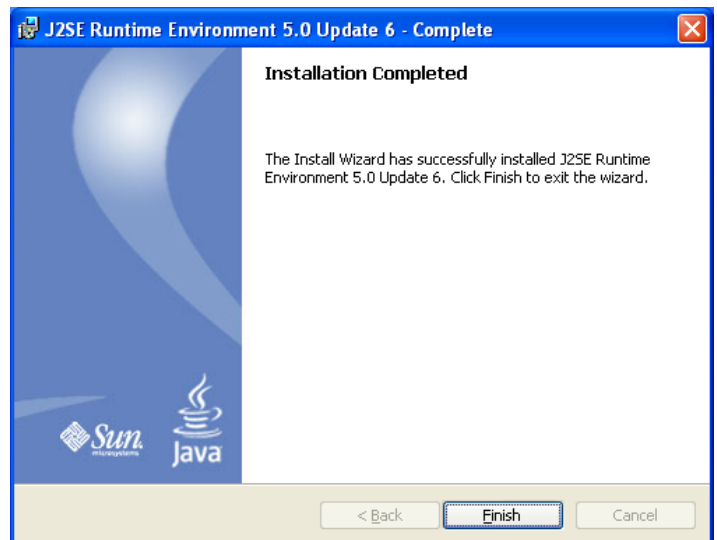
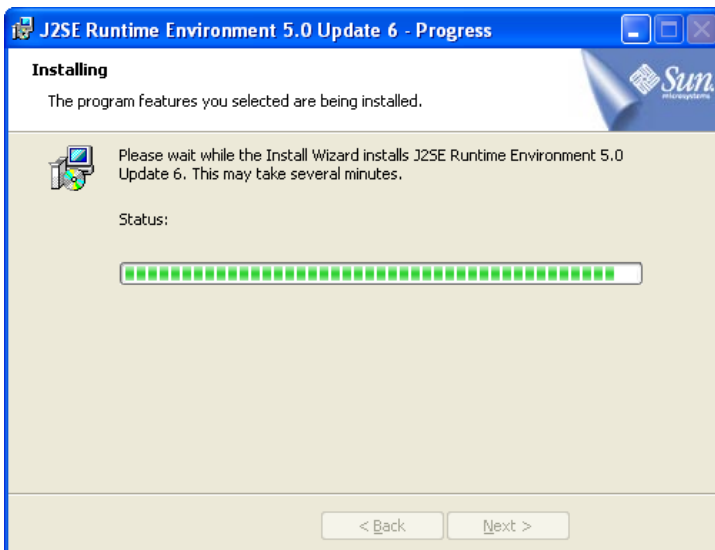
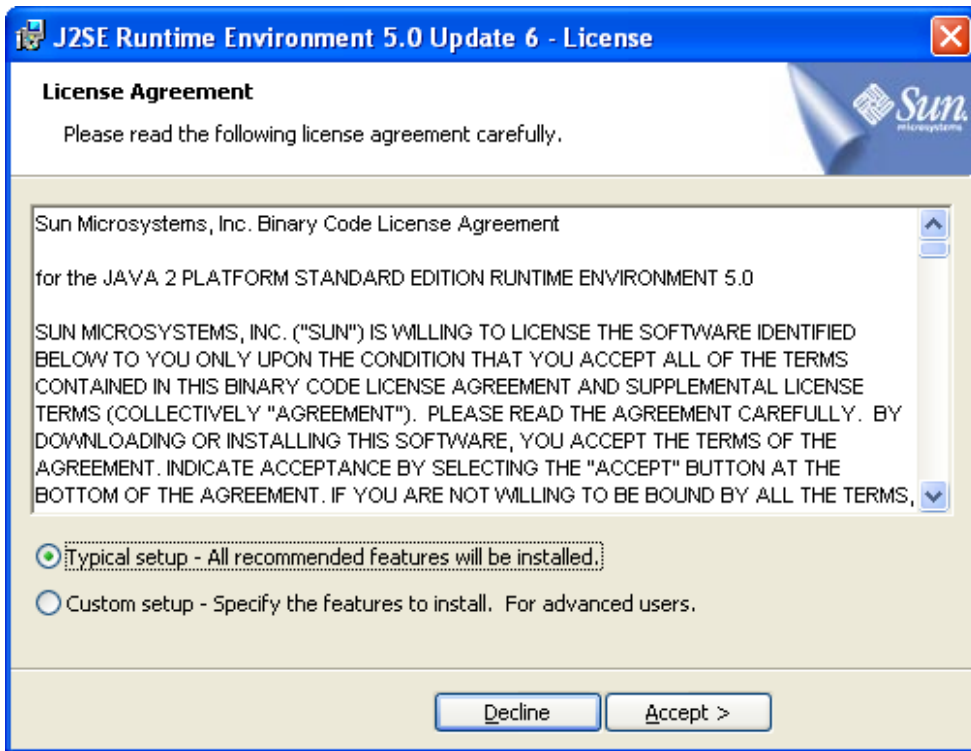
Then click "Get Required Software". Installation will take approximately 20 minutes on a 56kbps dial-up connection and 1.5 minutes on a high speed connection.



Click "Run" when this box pops up



Click "Run" when this box pops up



You will see these windows during installation. When installation is completed, click "Finish". You will now go to Step 2 and enter the configuration room to set your connection

Step 2 - Configuration Room

Elluminate - Install Java Web Start - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.elluminate.com/support/softwaredownload.jsp

Google

Training
Partners
Request Info
Buy Now
Community

Mac OS X
Solaris
Linux

Requirements to run
Get Required Sof

Note: When the "File window appears, click

Installation will take 20 minutes on a 56k connection and 1.5 hr high-speed connectio

Step 2 Start Elluminate Live!

Elluminate technical support provides an Elluminate Live! room that can be used to test your system configuration. This step is optional.

Start Elluminate Live!

Note: When joining an Elluminate Live! session for the first time you may see a Security Dialog verifying that application's digital signature is correct. Click on "Run" to continue to start Elluminate Live!

After you have installed the required software, you are ready to enter the configuration room to set your connection speed and set up the audio.

To begin, click the "Start Elluminate Live" button on Step 2

The application's digital signature has been verified. Do you want to run the application?

Name: Elluminate Live!
Publisher: Elluminate Inc.
From: http://www.elluminate.com
 Always trust content from this publisher

Run Cancel

The digital signature has been validated by a trusted source. More Information...

Security Alert

You are about to view pages over a secure connection. Any information you exchange with this site cannot be viewed by anyone else on the Web.

In the future, do not show this warning

OK More Info

If you see this warning message, click "OK"

Elluminate.com - online, synchronous, live online collaboration environment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://sas.elluminate.com/site/external/jwsdetect/meeting.jsp?sid=3458&password=M.EDC69948AA4D9A2DE9EE032AE4202B&username=Test

Google

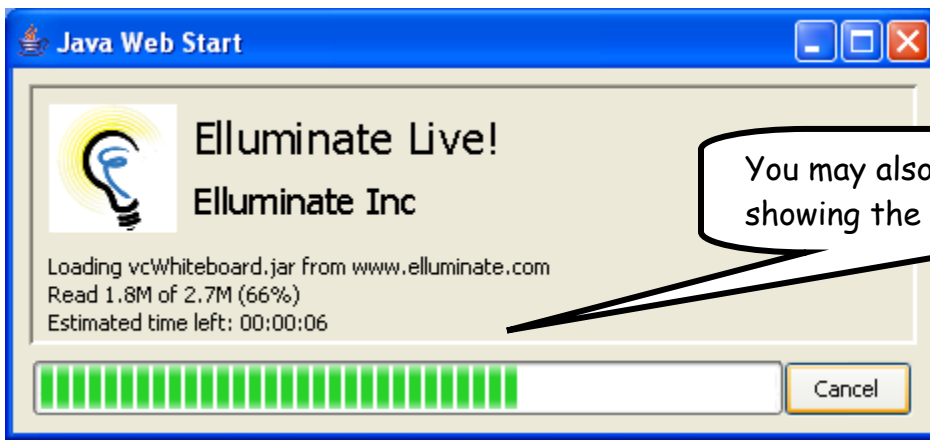
Home Contact us

Launching Elluminate Live!... Please don't close this window until you are in your Elluminate Live! session.

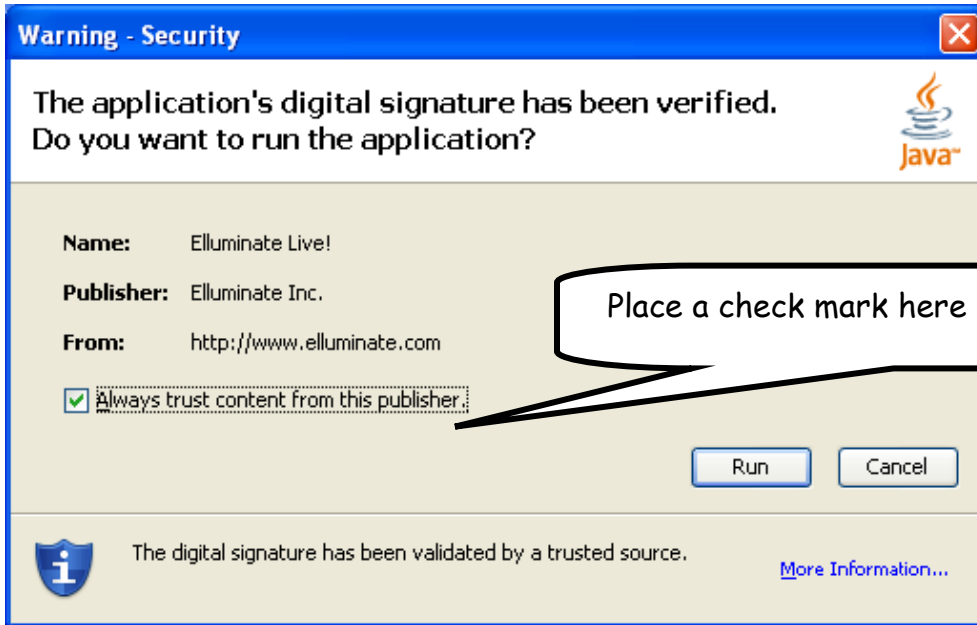
©2001-2007 Elluminate, Inc.
All Rights Reserved. (sas)

Java™ Loading...

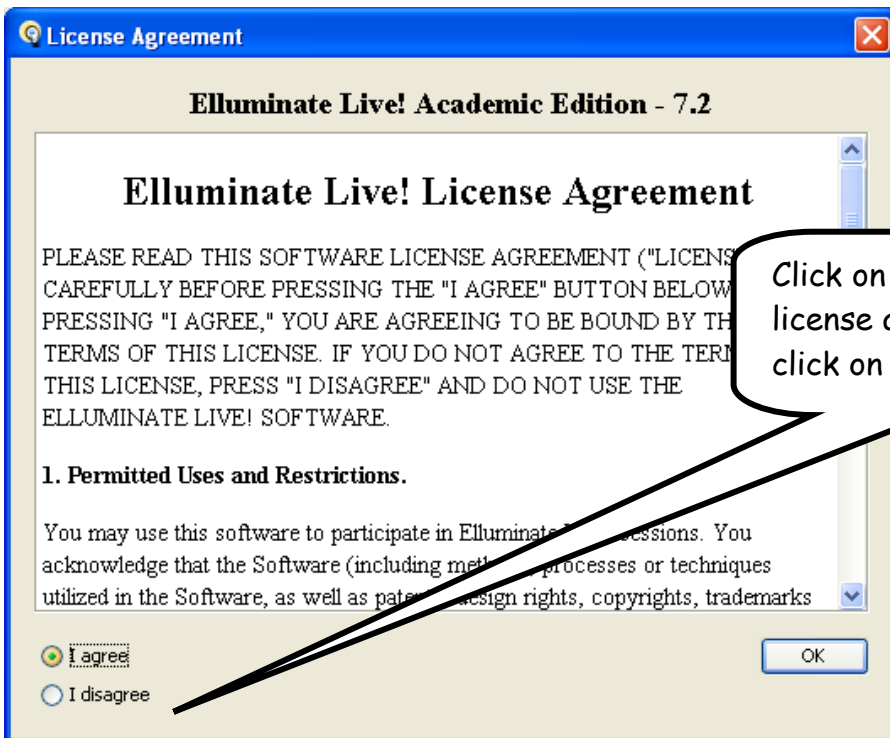
Your configuration room may take several minutes to load. Please wait and do not close this window.



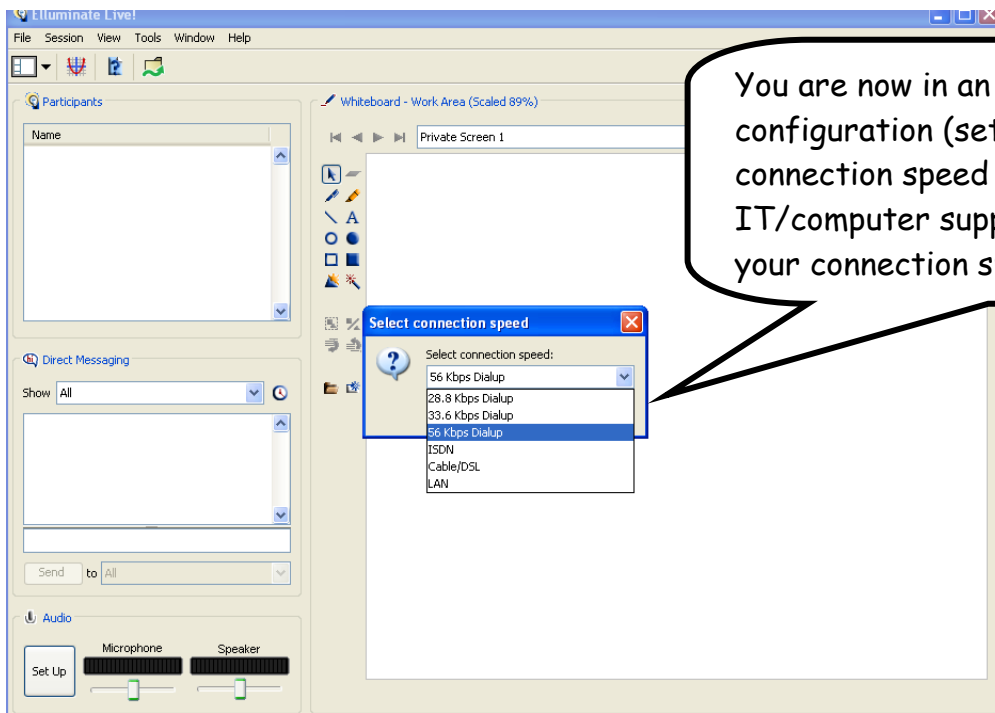
You may also see this window showing the estimated time left.



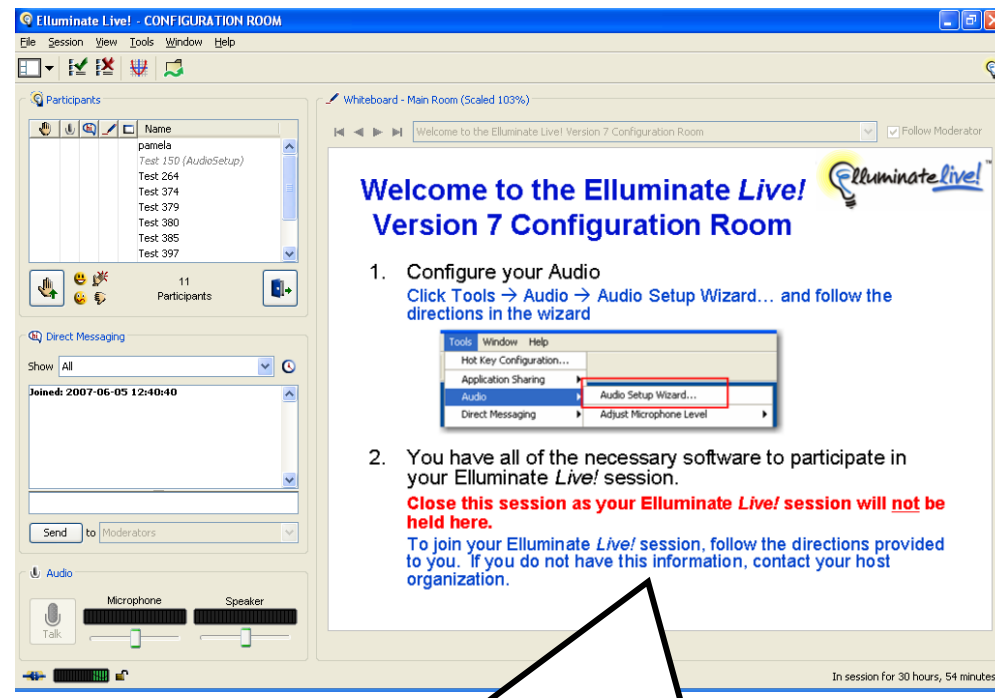
Place a check mark here then click "Run" below



Click on "I agree" for the license agreement and click on "OK"



You are now in an Elluminate Live configuration (set up) room. Select your connection speed here. Check with your IT/computer support if you do not know your connection speed.



Follow the instructions on this screen to set up your audio. You will need to plug your headset and microphone into the computer

Congratulations, you have installed and configured Elluminate Live and can now join any future sessions without further configuration!

3). After you have downloaded JAVA you can test Elluminate live.

- Review the Elluminate Live Orientation at <http://www.illuminate.com/support/orientation8/index.jsp>
- Sign into Blackboard <http://classess.uaf.edu> you should see your course
- Locate Communication button on the left and click button
- Click on Elluminate Live link
- Click on Orientation
- Click Open to open the Live Session (it may take a few minutes to start the software)
(If you headset has not arrived you still can complete the orientation with computer speakers and microphone.)

4). Other web sites to visit:

UAF <http://www.uaf.edu>

UAF/College of Rural and Community Development <http://www.uaf.edu/rural>

Allied Health Program <http://www.uaf.edu/crcdhealth>

Tanana Valley Campus <http://www.tvc.uaf.edu>

Contact Jodi Baxter, your Student Success Coordinator, for assistance: (907) 455-2054 or toll free (866) 955-2050.

Or

Contact UAF Help Desk toll free at (800) 478-8226 or Fairbanks 450-8300.