



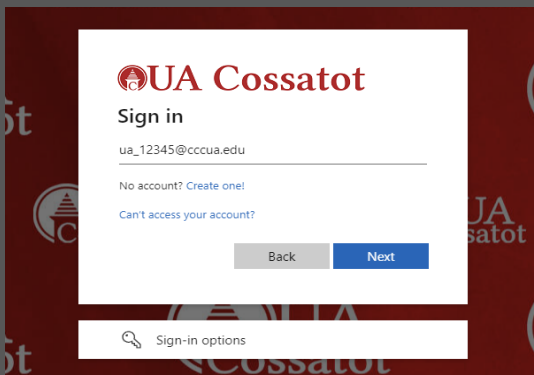
UA Cossatot

Student Login Instructions and Microsoft Authenticator App Setup Guide

Microsoft 365

Email, Office, Teams, and More.

Use Microsoft 365 to access your student email, as well as all Microsoft Office apps such as Word, Excel Powerpoint, and OneDrive. You may also use Microsoft 365 to download Office on up to five personal devices as long as your UA Cossatot student email is active.



Username: ua_studentid@cccua.edu

Password: first letter of your first name (capitalized), the first letter of your last name (not capitalized) + full eight-digit date of birth. Example: John Smith born on January 15, 1989 would be: Js01151989

ON CAMPUS COMPUTERS

You must log in to all computers on campus with the following credentials.

Username: ua_studentid@cccua.edu

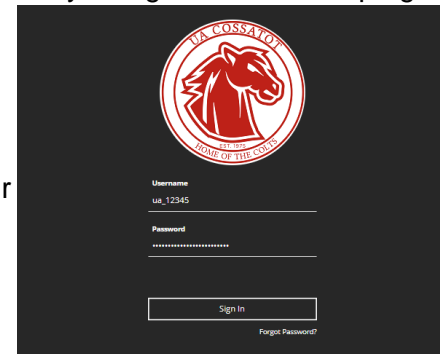
Password: first letter of your first name (capitalized), the first letter of your last name (not capitalized) + full eight-digit date of birth. Example: John Smith born on January 15, 1989 would be: Js01151989

For help, contact UA Cossatot DISS at 870-584-1174, 870-584-1130, or diss@cccua.edu

BLACKBOARD

Access Your Online Courses.

Use Blackboard to access your online, hybrid, or enhanced courses. Once you login look in the top right corner for the "My Courses" box to find Your courses. Every course follows a similar template to make navigating your online coursework easier for you.



Username: ua_studentid

Password: first letter of your first name (capitalized), the first letter of your last name (not capitalized) + full eight-digit date of birth. Example: John Smith born on January 15, 1989 would be: Js01151989

CAMPUS CONNECT

Your Student Account

Use Campus Connect to view your schedule, check your grades, verify your financial aid status, pay on your balance, update your contact information, find your assigned advisor, or request an official college transcript.



Username: studentid




Password: Date of birth in the following format MMDDYYYY Note: If your birth month starts with a zero, leave the leading zero off.

Microsoft Authenticator Setup

Step-by-step with computer and phone

Step 1:  Login to [Office.com](https://office.com)

Once you are signed in, you should receive a prompt that states “More Information is Required.” Click “Next” on that and the following prompts until a QR code appears.

Step 2:    Download the phone app.
Download [Microsoft Authenticator app](#) from the [App Store](#) or from [Google Play](#).

Step 3: Open Microsoft Authenticator on your phone.

- a) If this is the first time you are using the Authenticator app, select “Scan a QR code.”
 - i) If you already used the authenticator app for something else, tap on the “+” at the top right of the screen to bring up the “Add account” dialog box. Select “Work or school account” on the next screen, and then “Scan a QR Code.”
 - ii) Some phones do not have the “+” at the top. In that case, a symbol of vertically orientated ellipses should be at the top right of the screen. Tap there and then “Add account” to bring up the needed dialog box. Select “Work or school account” on the next screen, and then “Scan a QR Code.”

Step 4: Scan the QR Code

Using your phone’s camera, scan the QR code from step 1.

Step 5: Approve the confirming push notification.

Proceed through the dialog boxes from Office.com until a notification is sent to the authenticator app on your phone. Approve the notification to finish setup.

Microsoft Authenticator Setup

Phone Only Setup

Step 1:  Login to [Office.com](https://office.com)

[Student login instructions can be found here \(PDF\).](#)

Once you are signed in, you should receive a prompt that states “More Information is Required.” Click “Next” to move on to the next prompt.

Step 2:    Download the phone app.

Download [Microsoft Authenticator app](#) from the [App Store](#) or from [Google Play](#). Return to your browser once the application is download and then click “Next” to move on to the next prompt.

Step 3: Set up your account in the app.

Select “Pair your account to the app by clicking this link.” This will automatically add your account to the authenticator app. Return to your browser and click “Next” to move on to the next prompt.

Step 4: Approve the confirmation Notification.

Approve the sign in notification that was sent to your authenticator app. This confirms that the setup was successful.