



UA Cossatot

Student Login Instructions and Microsoft Authenticator App Setup Guide

ACCOUNT INFORMATION

USERNAME - Your username is the first initial of your first name, your last name, and the last 5-digits of your Workday student ID number. See the example below.

PASSWORD - Your password will be the one you set during the account activation process.

EXAMPLE -

Student Name: Ima Student
Student ID: 123456789
Email/Username: IStudent56789@cccua.edu

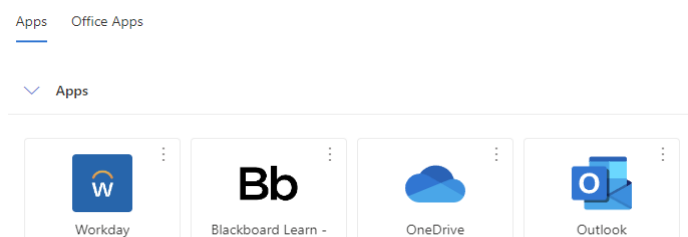
SINGLE SIGN-ON (SSO)

SSO allows you to sign in once with your username and password and access multiple applications without having to sign-in again.

Follow these steps to sign-in using SSO:

1. Open a browser and navigate to:
<https://myapps.microsoft.com>
2. Login with your UAC username and password.
3. From the **Apps Dashboard**, click on the tile of the application you want to access.

Apps dashboard



Need help? Contact UA Cossatot DISS at 870-584-1174, 870-584-1130, or diss@cccua.edu

Blackboard®

Use Blackboard to access your online, hybrid, or enhanced courses. Once you login, click on the “Courses” link in the left navigation menu to see your courses. All courses are designed using a template to streamline the look and flow of the course. This makes navigating online courses easier for you.

Office 365

Use Office 365 to access your student email in Outlook, as well as other Office apps such as Word, Excel, PowerPoint, and OneDrive. As a student benefit, you can download and install Office 365 on up to five personal devices as long as your UA Cossatot student account remains active.






Use Workday Student to view your schedule, check your grades, verify your financial aid status, pay on your balance, update your contact information, find your assigned advisor, and more.

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.