

How To Use Single Sign On for Registered Users

Information Technology Services (ITS) is excited to announce Single Sign-On (SSO) as your new [MyAAMU](#) campus portal.

Step 1: Click the **myAAMU link** from the AAMU homepage. [MyAAMU](#)



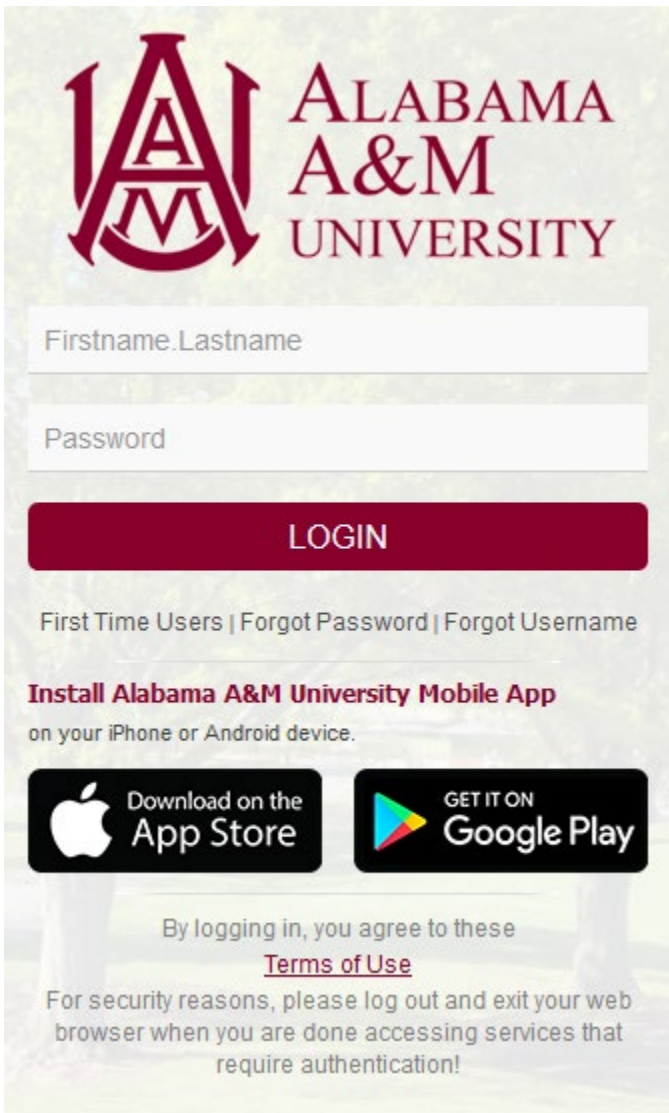
The screenshot shows the AAMU homepage with a dark red navigation bar at the top. The navigation bar includes links for 'Apply Now', 'Give Now', 'Directory', 'Library', 'Inside AAMU', and 'myAAMU'. Below the navigation bar is a search bar and a menu with links for 'About', 'Academics', 'Admissions & Aid', 'Campus Life', 'Athletics', and 'Alumni'. The main content area features a large aerial photograph of the AAMU campus with a lake in the foreground. The text 'MYAAMU' is overlaid on the bottom left of the photograph. Below the photograph is a section titled 'Announcing SSO' with a sub-header 'Announcing SSO'. The text below reads: 'Information Technology Services (ITS) is excited to announce Single Sign-On (SSO) as your new MyAAMU campus portal.' Below this is a section titled 'WHAT IS SSO?' with a small image of a sign and text explaining that SSO allows users to log in to their AAMU applications using one username and one password. Below this is a section titled 'The SSO solution will be launched May 20, 2019!' with text stating that the initial roll-out will consist of the following applications: Email, LinkedIn Learning, Gmail & G-Suite, Athletics Ticket Office, Directories, Forms, Banner 9, Blackboard, Zoom, Bulldog ID Card, Final Exam Schedule, Submit a Ticket, Office 365, Grades First, Box, Class Schedule, Pay Tuition & Fees Online, and Vehicle Registration. Below this is a section titled 'Login types that you will choose from:' with five buttons: 'Incoming Students', 'All students must click here first to register for SSO', 'Faculty and Staff', 'Registered SSO Students', and 'Parents'. Below this is a section titled 'Continue below for your personalized content:' with four buttons: 'Current Students', 'Faculty & Staff', 'Alumni', and 'Parents'.

Step 2: Choose your Log in Type to see Information that will be available to you:

This is a close-up of the 'Login types that you will choose from:' section. It features five buttons with white icons on a dark red background. From left to right, the buttons are: 'Incoming Students' (person icon), 'All students must click here first to register for SSO' (person icon), 'Faculty and Staff' (group of people icon), 'Registered SSO Students' (person icon), and 'Parents' (person icon).

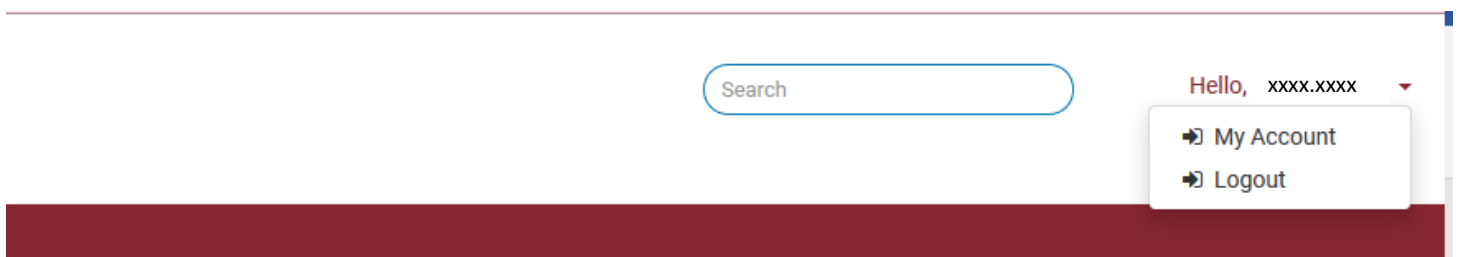
Once you click on your Login Type you will be directed to our new Single Sign On Portal page.

Step 3: Enter your firstname.lastname and current email password or updated password to login.

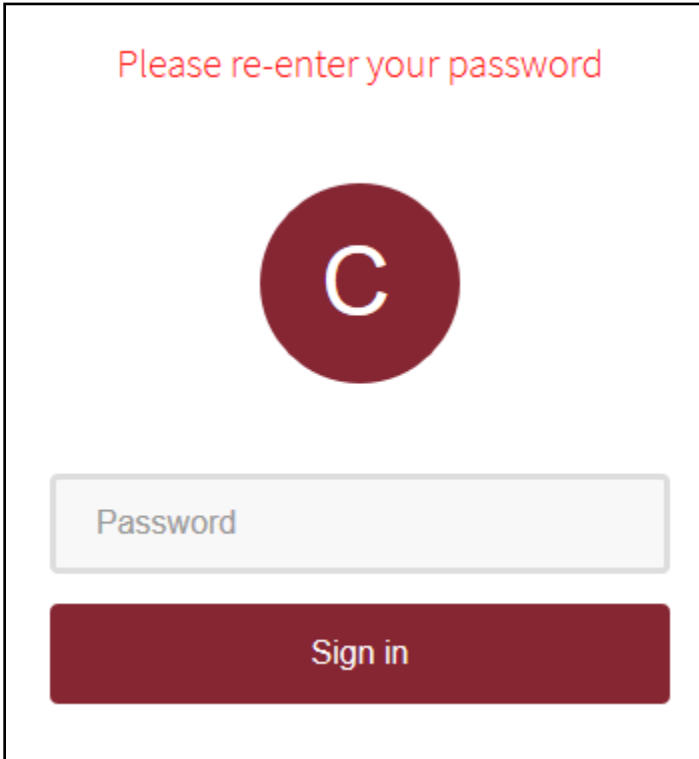


The image shows the login page for Alabama A&M University. At the top left is the university's logo, a stylized 'AAM' in maroon, followed by the text 'ALABAMA A&M UNIVERSITY' in a serif font. Below the logo are two input fields: the first is labeled 'Firstname.Lastname' and the second is labeled 'Password'. A large maroon button with the word 'LOGIN' in white capital letters is positioned below the password field. Underneath the button are three links: 'First Time Users', 'Forgot Password', and 'Forgot Username'. Further down, there is a section titled 'Install Alabama A&M University Mobile App' with the text 'on your iPhone or Android device.' Below this are two buttons: 'Download on the App Store' with the Apple logo and 'GET IT ON Google Play' with the Google Play logo. At the bottom, there is a disclaimer: 'By logging in, you agree to these [Terms of Use](#)'. Below the disclaimer is a security notice: 'For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!'.

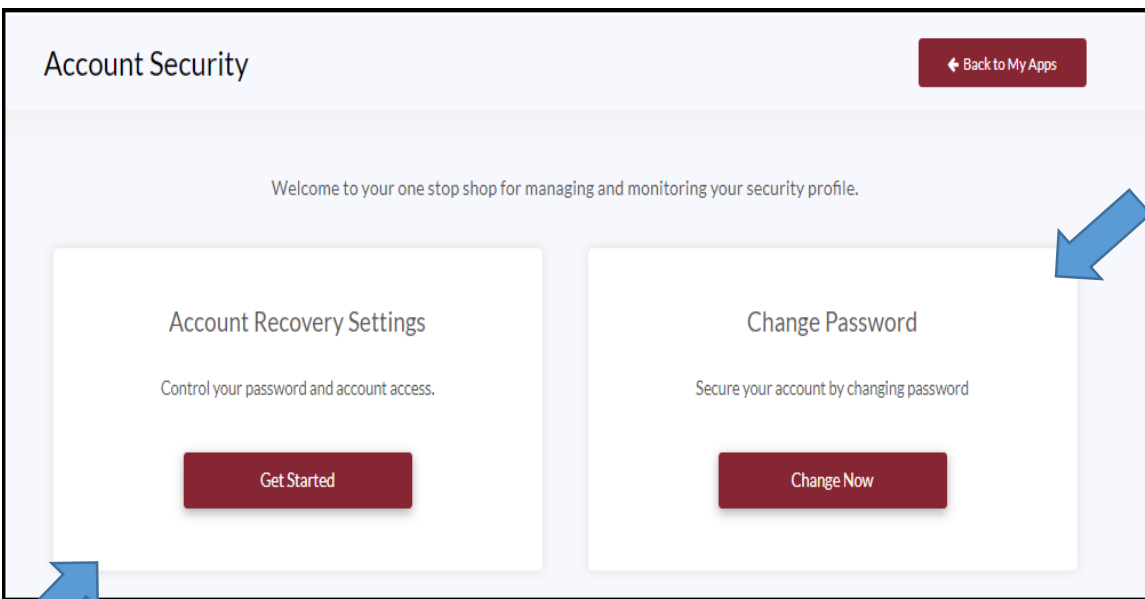
Step 4: Access your Account to set up your Account Recovery details. Look to the top right and click on the arrow next to your name:



Step 5: For account security purposes, you will need to enter your password again.



Step 6: Choose Account Recovery Settings to enter personal information needed to control access to your Account.



NOTE: Faculty and Staff will not change passwords until after the faculty and staff conference of Fall 2019.

Changing your password will lock access to your accounts on all mobile devices, i.e. cellular phones, iPad, laptops, etc.

NOTE: Submitting information through Account Recovery allows you to recover your account by answering security questions, accessing your secondary email address, or allowing text messages to be sent to your primary or secondary cell phone number(s). You must set up at least two of these account recovery options to continue. We strongly suggest you set up all 3 options: secondary email, phone number(s), and security questions.

Step 7: Account Recovery via Security Questions. Select Questions that you can answer easily.

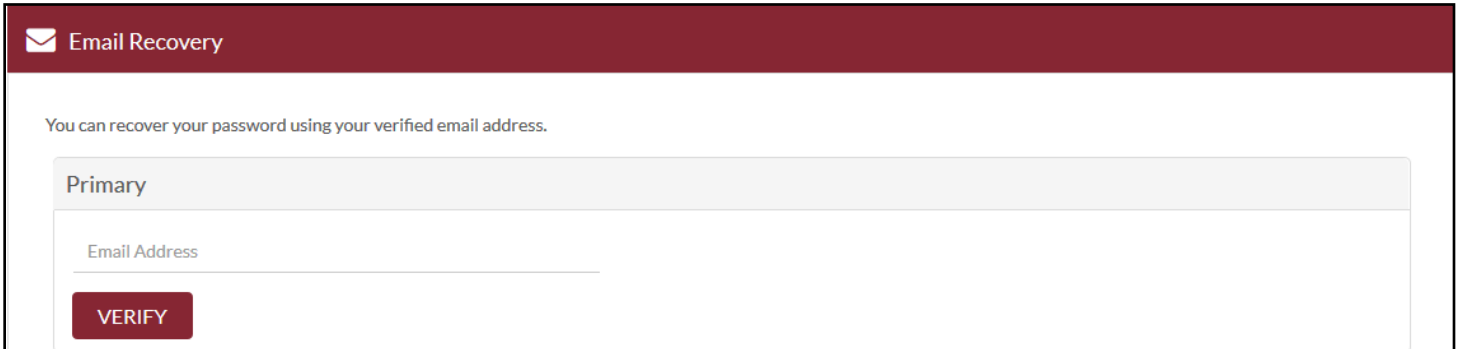
Please remember that when you try to recover your password, the answers must match **EXACTLY** how you enter them here (case and whitespace sensitive). For example, the 4th answer is French fries. If this question is selected, you must capitalize the first 'F' in 'French', use a single space before the next word, and use a lowercase 'f' in 'fries'.

The screenshot shows the 'Account Recovery Settings' page. At the top, there is a red header with the title 'Account Recovery Settings' and a 'Back to Account Security' button. Below the header, there is explanatory text for 'Security Questions', 'Email Recovery', and 'Phone Recovery'. The 'Security Questions' section is highlighted with a dark red background and contains a form with four question-answer pairs. Each pair has a dropdown menu for the question and a text input for the answer, with an eye icon to toggle visibility. A 'SUBMIT' button is located below the form. At the bottom of the page, there are buttons for 'Email Recovery', 'Phone Recovery', 'Back to Account Security', and 'My Applications'.

Step 8: Account Recovery via Email. Select a non AAMU email address

Please enter a secondary email address that you are able to access and that no one else is using. ***We DO NOT recommend that you use a family member's or friend's email address in this case as it needs to be unique in our system to work properly.*** The system will send an email to this address with a code to use to complete the setup. If you use this method to recover your password, you will need to be able to access this email account to retrieve the code to verify you. This is for your security. ***If you did not receive the verification code in your Inbox, please check your Junk and/or SPAM folder(s).***

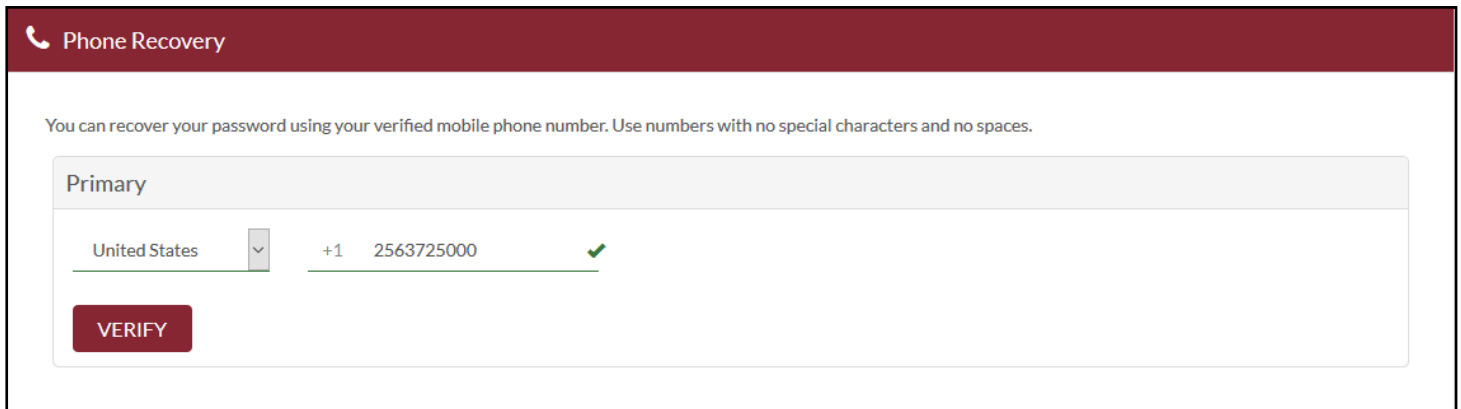
*** IMPORTANT: DO NOT USE YOUR AAMU or Bulldog EMAIL ADDRESS FOR YOUR SECONDARY EMAIL RECOVERY. YOU WILL NOT BE ABLE TO OBTAIN THE SECURITY CODE IF YOU CANNOT ACCESS YOUR AAMU EMAIL ACCOUNT.**



The screenshot shows a web form titled "Email Recovery" with a maroon header. Below the header, there is a message: "You can recover your password using your verified email address." The form contains a "Primary" section with an "Email Address" input field and a maroon "VERIFY" button.

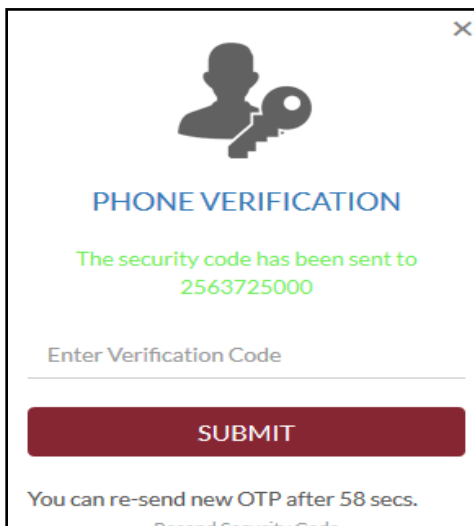
Step 9: Account Recovery via mobile phone number. Enter a mobile number.

Please enter a primary cell phone number that you can access and will accept text messages. The system will send a text message to this phone number with a code to use to complete the setup. If you use this method to recover your password, you will need to be able to access cell phone numbers text message to retrieve the code to verify you. This is for your security. **Do not include a "1" before your area code.**



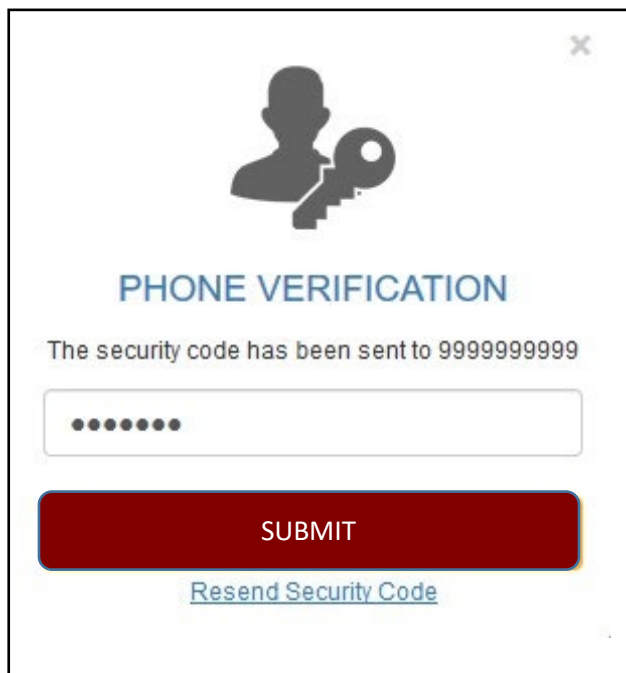
The screenshot shows a web form titled "Phone Recovery" with a maroon header. Below the header, there is a message: "You can recover your password using your verified mobile phone number. Use numbers with no special characters and no spaces." The form contains a "Primary" section with a dropdown menu for "United States", a plus sign, and the number "2563725000" followed by a green checkmark. A maroon "VERIFY" button is located below the input field.

Step 10: Check your mobile device, a verification code will be sent via text



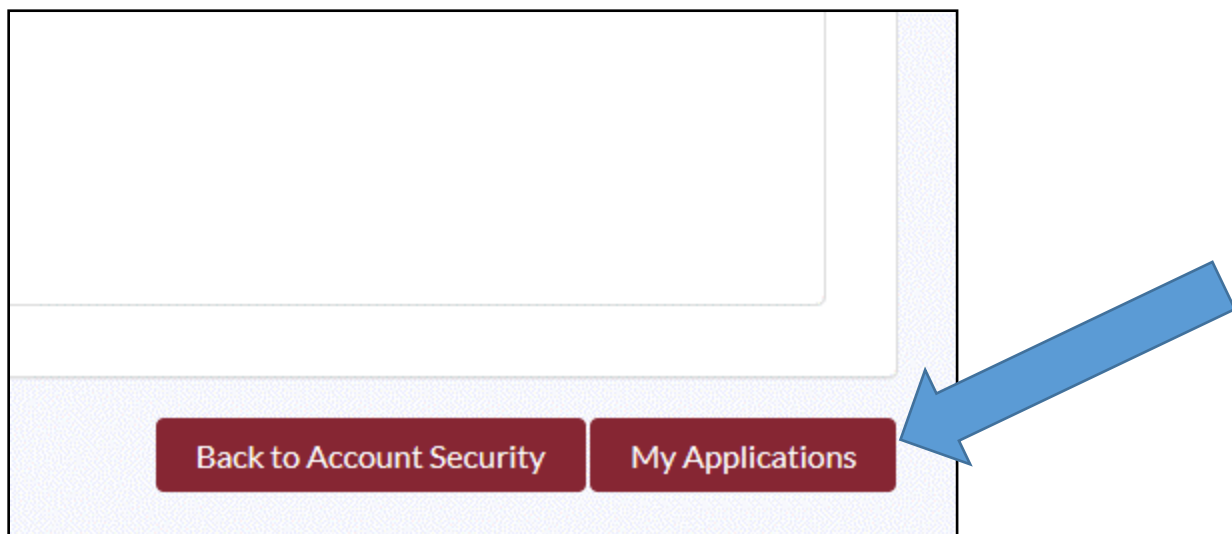
The screenshot shows a dialog box titled "PHONE VERIFICATION" with a close button in the top right corner. It features a silhouette icon of a person with a key. The text reads: "The security code has been sent to 2563725000". Below this is an input field labeled "Enter Verification Code" and a maroon "SUBMIT" button. At the bottom, it says "You can re-send new OTP after 58 secs." and "Resend Security Code".

Step 11: Enter the code in order to complete phone verification



A dialog box titled "PHONE VERIFICATION" with a close button (X) in the top right corner. It features an icon of a person's silhouette with a key. Below the icon, the text reads "The security code has been sent to 9999999999". There is a text input field containing seven dots. Below the input field is a red button labeled "SUBMIT" and a blue link labeled "Resend Security Code".


Step 12: Once you complete phone verification, click My Applications.




You will now be directed to the Single Sign on Portal!

My Apps What to Expect


 ATHLETICS TICKET OFFICE

 BULLDOG ID CARD

 CLASS SCHEDULE

 STUDENT FORMS

 LEARNING
WITH Lynda.com CONTENT

 SUBMIT A TICKET

 Blackboard

 VEHICLE REGISTRATION