

Activate Your University Student Account

Your University Student Account provides you access to the University IT systems—primarily the Microsoft Office suite of products as well as other accounts, such as email, emergency contact forms, and health records.

Email is the primary form of communication of the University. We will start sending announcements to your account beginning a few weeks prior to the semester, check your inbox for important announcements, dates and more.

To claim your account:

Log in at outlook.office.com using your full UHSP email address and password.

- **Username/email address:** firstname.lastname@uhsp.edu
- **Password:** Eutectic\$-----
-

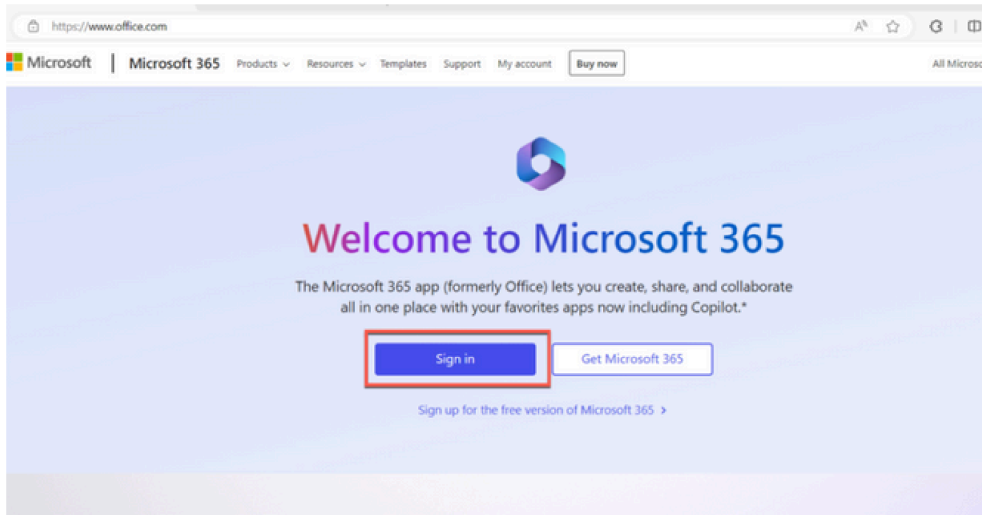
The dashes in the password are your student ID number which can be located on your student portal or financial aid award letter. The “E” must be capitalized and there are no spaces.

If you have any questions, contact the IT Help Desk at 314.367.8799, ext. 5555 or helpdesk@uhsp.edu.

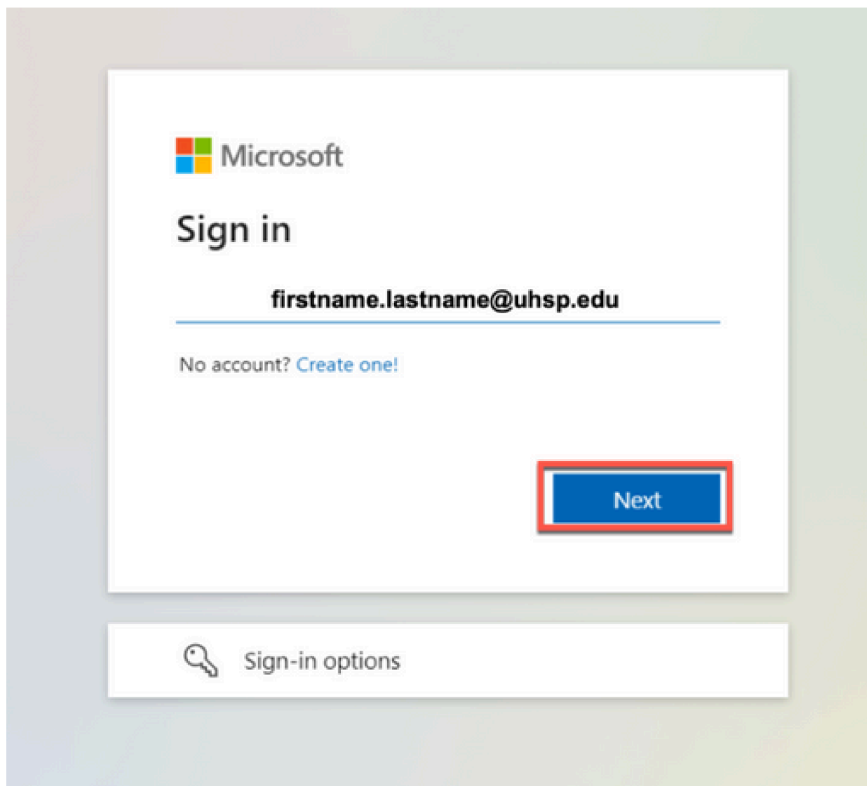
Quick Start Guide: 2-Factor Authentication

Please use the following steps to set up log-in to your Microsoft account with your UHSP credentials.

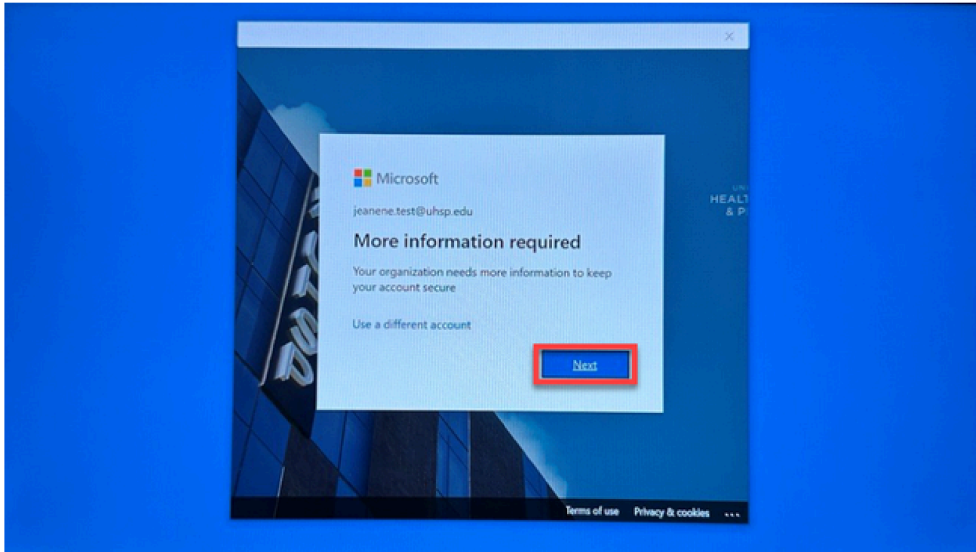
Step 1: Using your browser, navigate to: [Office.com](https://www.office.com) and click **Sign In**



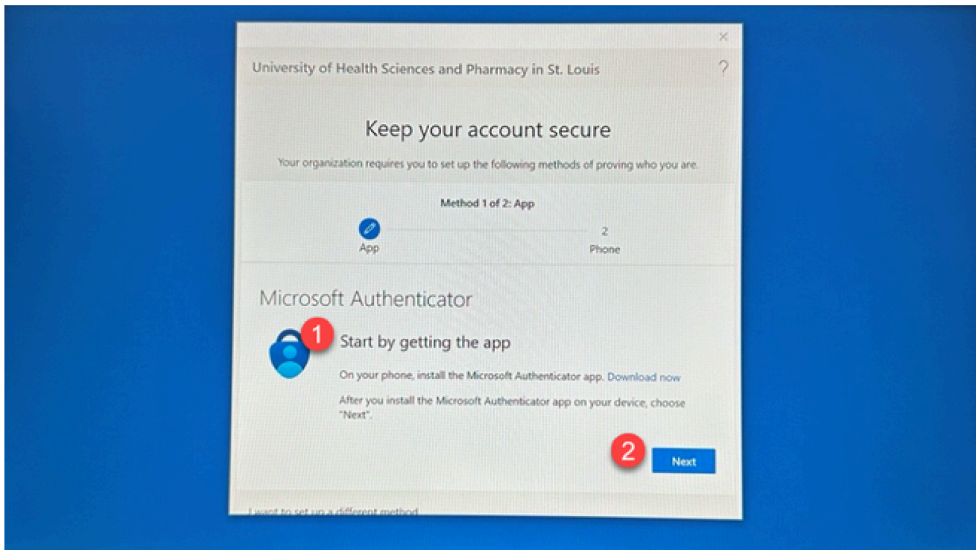
Step 2: Enter your UHSP email address and click **Next**



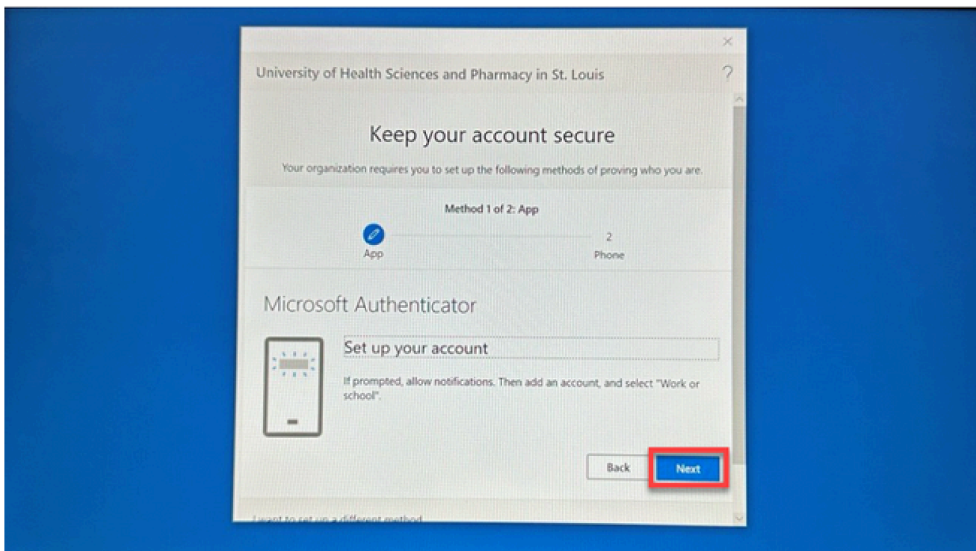
Step 3: You will be prompted to set up the Microsoft 2 Factor Authentication. Click **Next**.



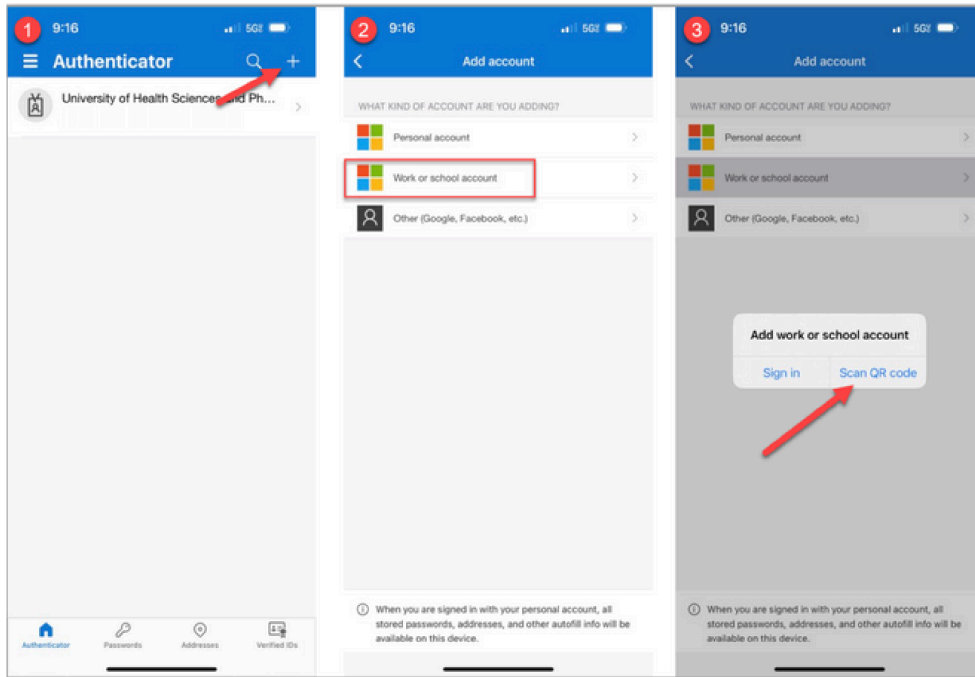
Step 4: On your phone, **install the Microsoft Authenticator app**. Then click **Next**.



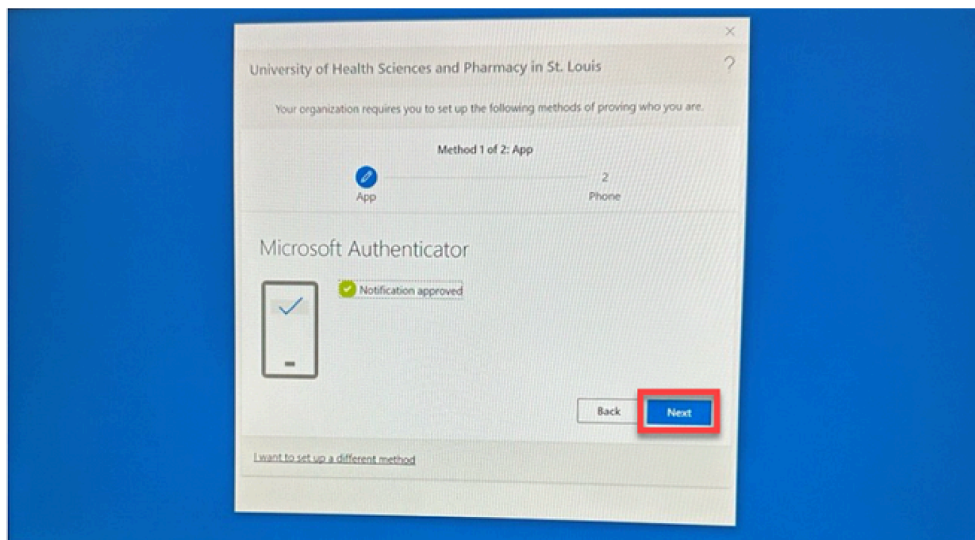
Step 5: Click **Next**.



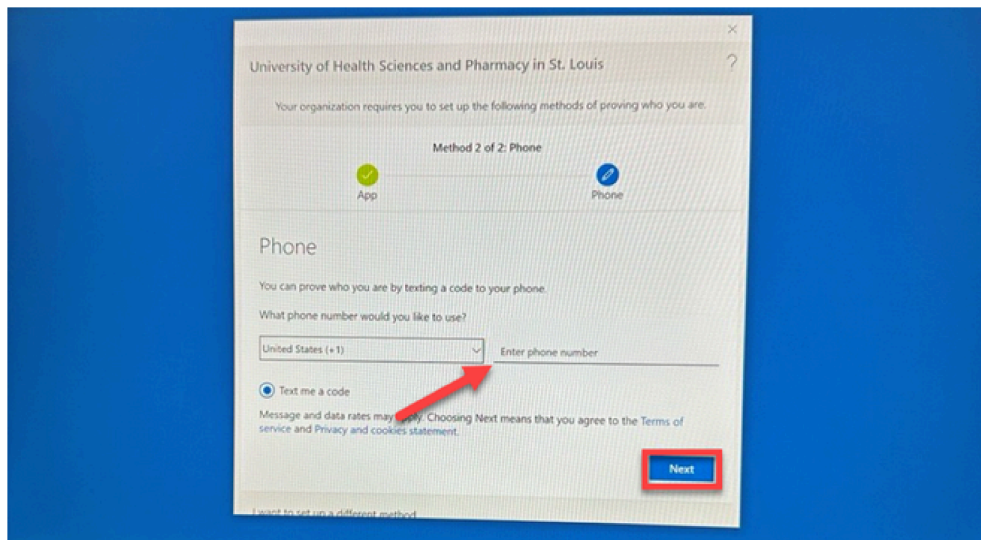
Step 6: On your phone, Select **(+)** in the upper right corner > Select **“Work or school”** > Select **Scan QR code**.



Step 7: Follow the instructions provided. (Note: you may be prompted to enter an authentication number into the app before adding your phone, if so, put the number that appears on your computer screen into the authenticator app). Then click **Next**.



Step 8: Enter your **phone number**. Click **Next**. Follow the instructions provided to finish the set up.



Note: If you get prompted to re-authenticate, you will receive a notification from the authenticator app on your phone. Enter the number shown on the computer screen for verification.

You're all set! All software will automatically distribute to your laptop. You do not need to set up McAfee antivirus. Complete the last steps to customize your laptop and explore the great features.

Please Contact the Help Desk if you need additional assistance.

Location: 1st Floor of Jones Hall
Email: helpdesk@uhsp.edu
Phone: 313-367-8700 x 5555
Office Hours: M-F 8:00 am - 4:30 pm
Phone Hours: M-F 8:00 am - 5:00 pm