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

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

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.

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.

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.

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

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’.

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.

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.**

Step 10: Check your mobile device, a verification code will be sent via text
Step 11: Enter the code in order to complete phone verification

---

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

---

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