

STUDENT LOGIN INSTRUCTIONS

UAPB Student email system is our official communication with the university. All information from UAPB will then be sent through email to the address provided by the institution.

All student email accounts have Two-Step Verification.

UAPB Student Email Account

Email Login

Follow the steps below to log in to your UAPB email account:

Step #1:

Go to <https://outlook.com/mail> for the Office 365 Email Login.

Step #2:

My UAPB Login

Access your UAPB email account using your UAPB Login credentials.

YOUR STUDENT EMAIL ADDRESS

First six letters of last name + first letter of first name + last four numbers of your UAPB Student ID followed by @uapb.edu

EXAMPLE

John Smith with ID 0123006

EMAIL ADDRESS

smithj3006@uapb.edu

YOUR UAPB STUDENT ID

After applications are processed, each student should receive a welcome email containing their student ID. This email is sent to the email address provided in the application. If you can't locate that email, check your spam folder or contact the Admissions Office to have it emailed again.

INITIAL PASSWORD* - COMBINATION OF YOUR NAME AND BIRTHDATE

1st initial of your first name **uppercase** + 1st initials of your last name **lowercase** + your birthdate (mmddy)

Example: John Smith

Birthdate: January 1, 2001

Password = Js010101

Step #3:

You now have access to your email account. Follow instructions

Change your password

[Self-Service Password Reset](#)

After new students have had a chance to check their email, they should reset their UAPB Account password. To reset the password, click the [Self-Service Password Reset](#) and follow the instructions to reset your password. Please allow up to 5 minutes for your new password to sync with your email account. Then, go to the [Office 365 login page](#) to log in to your account. If you cannot access your account, please contact the IT Support Help Desk.

Contact

Computer Support Helpdesk

Monday – Friday (Except Holidays)

8:00 am – 5:00 pm

870-575-4773

NOTE: All online systems use this account, including Blackboard Online Learning System, myUAPB portal, Golden Gateway, Wireless access, etc.