Enter the following address on the Address line of your browser:
https://webmail.uapb.edu/owa

**Your username is as follows:**
The 1\(^{st}\) six character of your last name unless your last name is less than 6 characters and then use your full last name followed by the 1\(^{st}\) character of your first name and the last four digits of your Student ID number.

*For example:*
- If your name is William Smith and your ID number is 0009999 then your username would be smithw9999. The Email Address would be smithw9999@uapb.edu
- If your name is Jane Stevenson and your ID number is 0654321 then your username would be stevenj4321. The Email Address would be stevenj4321@uapb.edu

**Your initial password is as follows:**
The initial password is the 1\(^{st}\) character of your first name in upper case (Caps) and 1\(^{st}\) character of your last name in lowercase followed by month, date and year of your birth date.

*For Example:*
- William Smith and birth date is March 3, 1991 then your initial password would be Ws030391
- Jane Stevenson and birth date is December 25, 1981 then your initial password would be Js122581

When logging on, in the username line you will type the following:
**Username:** smithw9999
**Your initial password:** WS030391

**NOTE:** You will be required to change your password on the initial login. Therefore, you will need to log in to your computer first or UAPB OWA Email before using Blackboard

**CHANGE PASSWORD IMMEDIATELY UPON FIRST LOGON**

**Password Guidelines**
The University of Arkansas at Pine Bluff suggests account passwords adhere to certain guidelines in order to protect against unauthorized access.

Password must be at least 6 characters but no more than 9 characters. Passwords must contain numbers, letters and at least one capital letter.

When to change your password...
- the first time you log on
- any time you think your password has been comprised.
- any time you feel like it.