Activating your MyUWF/ArgoNet Account

Overview

Whether you are a new student, returning student, faculty member, staff member, or alumni, you need to activate your MyUWF/ArgoNet account prior to accessing MyUWF.

Active students and employees need to activate their ArgoNet accounts. ArgoNet accounts include access to services such as UWF Gmail accounts, ArgoAir, and eLearning. The process for activating MyUWF and ArgoNet accounts is the same.

Instructions

> ⊘ Your official UWF email address is issued to you for the purposes of facilitating your business with the University, and is not a personal address. **Do not use it for such things as signing on to personal cloud services, paying bills or anything that would require access to the account after you are no longer a student or employee.**

Step 1

Click the 'Activate your account' app on the MyUWF home page.
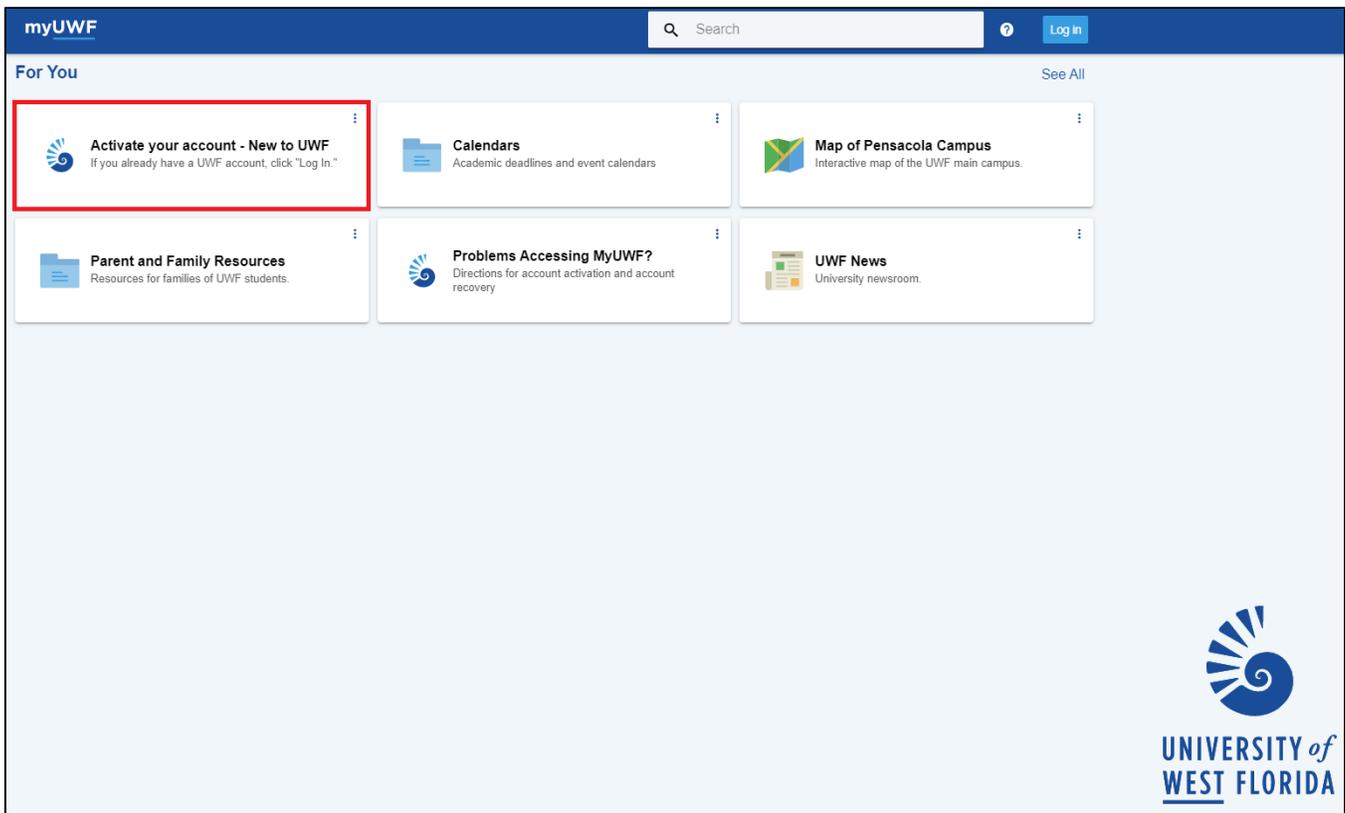
Step 2

Choose one of the two options to verify your identity.

If you selected the 'Using my UWFID' option, fill in your UWF ID and birth date.

If you selected the 'Using my last name and the last 4 of my SSN' option, fill in your last name, the last 4 digits of your SSN, and your birth date.

To minimize issues with formatting your birth date, use the calendar tool to the left of the birth date field.

Step 3

Select three different security questions and provide an answer for each.

Your answers are not case sensitive. Please be aware that all other formatting (spacing, special characters, spelling, etc.) must match exactly if you are prompted to answer your security questions in the future.

You may only use the 'Enter your own question' option once.

Account Assistant

Security Questions

Please choose three security questions to help us verify your identity

Question #1: What was the name of your childhood pet? ▼

Your answer: Test

Max 50 characters. Not case sensitive.

Question #2: Enter your own question... ▼

Please choose a unique question

Your own question:

Your answer:

Max 50 characters. Not case sensitive.

Question #3: Enter your own question... ▼

Please choose a unique question

Your own question:

Your answer:

Max 50 characters. Not case sensitive.

Next

Step 4 (Steps 4, 5, & 6 will only apply to students, applicants, and alumni. Faculty and Staff may continue to Step 7)

Provide an external (non-UWF) email address in both fields and press the 'Next' button.

Some .edu or .mil email addresses may filter emails from UWF. To avoid this issue, utilize a common email provider (Gmail, Yahoo, Hotmail, iCloud, etc).
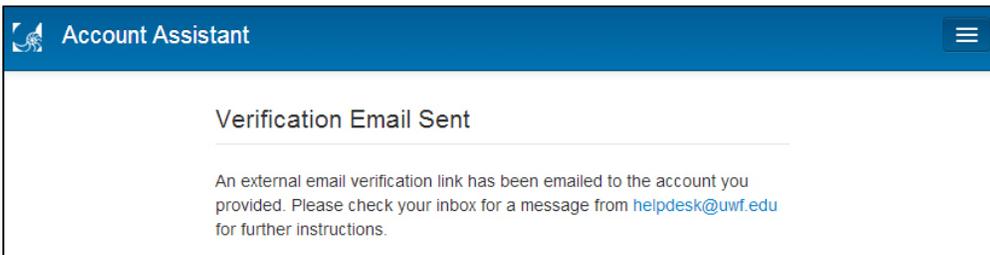

Account Assistant

External email acount

Please provide an external (non-UWF) email address that we can use to contact you about this account.

External email: email@email.com

Confirm email: email@email.com

Next

After pressing the 'Next' button, a verification email will be sent to your external email address.

Step 5

Navigate to the inbox of the non-UWF email account that you provided, and click the link within the verification email to continue the account activation process.

The link within this email is only active for 4 hours. If you click the link after this time period, you will receive an external email verification error.
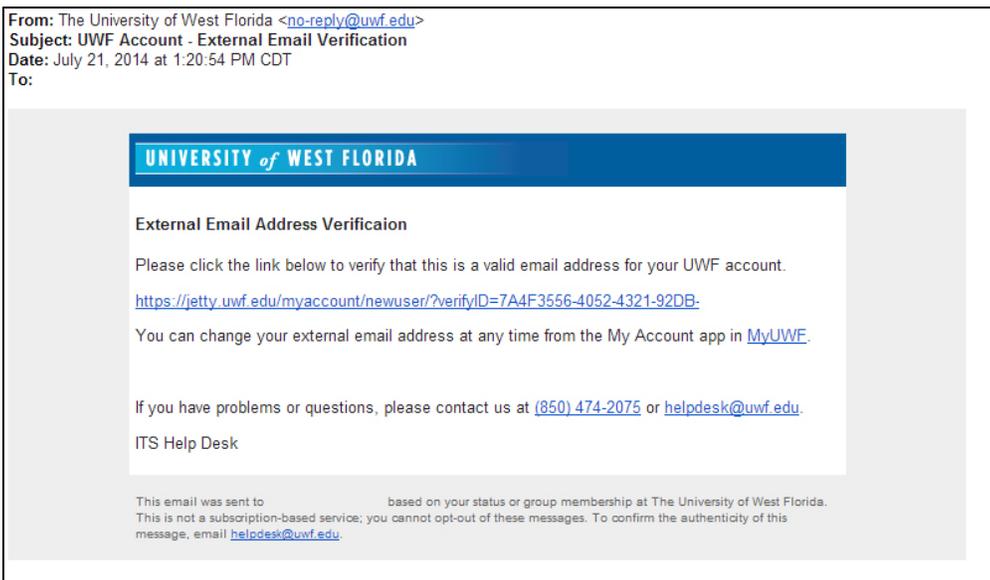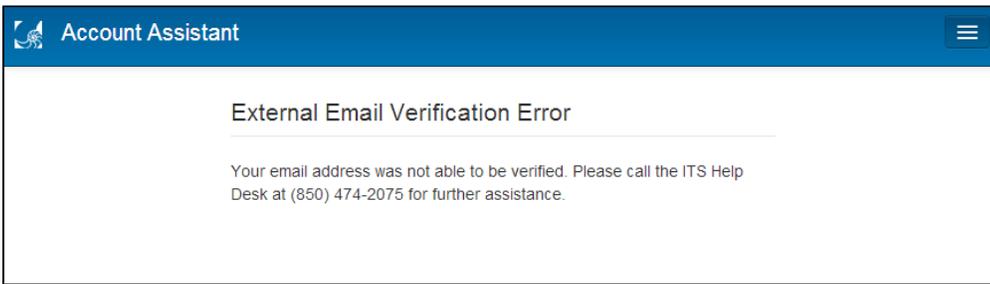

Step 6

After your external email address has been confirmed, click the 'Next' button to continue and choose a new password.
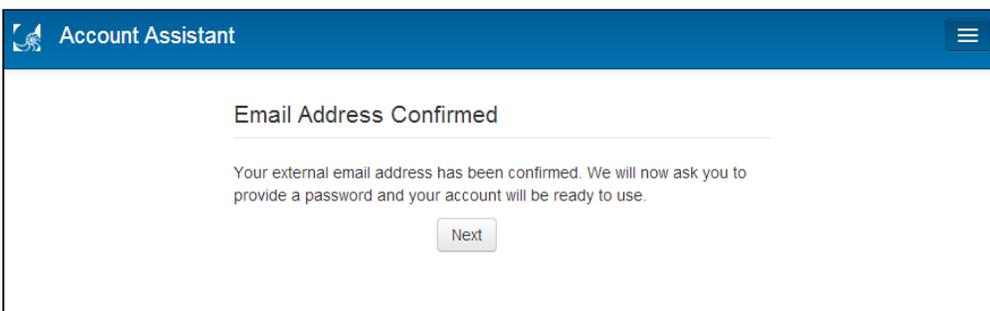
If you receive an external email verification error, you will need to restart the activation process (from Step 1 above).

If you receive the same email verification error after completing the steps again, please contact the ITS Help Desk at (850) 474-2075.
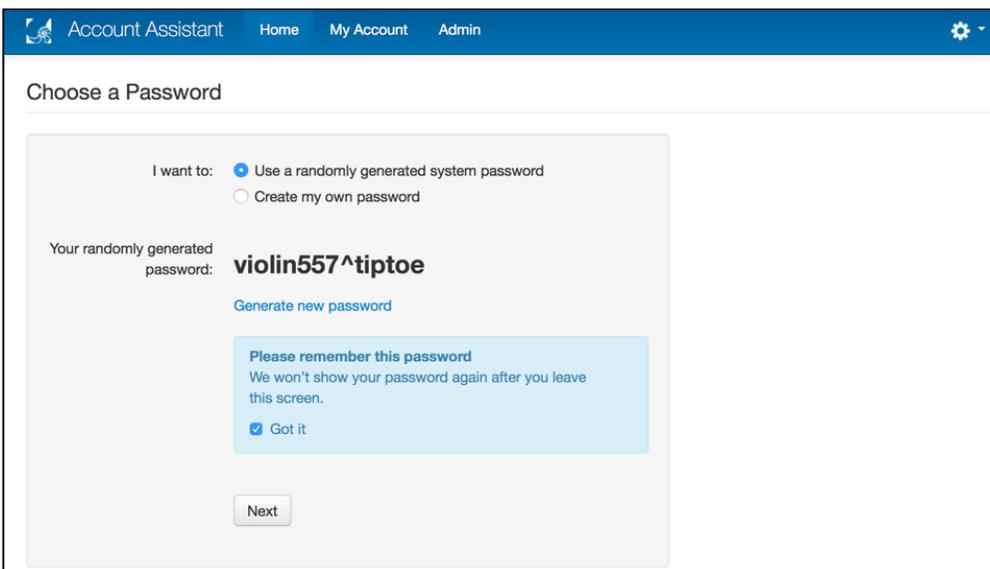
Account Assistant

External Email Verification Error

Your email address was not able to be verified. Please call the ITS Help Desk at (850) 474-2075 for further assistance.

Step 7

Select either 'Use a randomly generated system password' or 'Create my own password'.

If you have selected the 'Use a randomly generated system password' option, you will be provided with a random password on the screen. It is important to make a note or remember your password. This will be the last time it is displayed.

Click the 'Next' button to continue.

Account Assistant   Home   My Account   Admin

Choose a Password

I want to: ○ Use a randomly generated system password
○ Create my own password

Your randomly generated password: **violin557^tiptoe**

Generate new password

Please remember this password
We won't show your password again after you leave this screen.
☑ Got it

Next

If you have selected the 'Create my own password' option, provide a new password in both fields.

Please be aware that your password must be between 12 and 20 characters in length, starting with a letter, containing at least one integer (0 - 9) or a special character.

Click the 'Next' button to continue.

Choose a Password

I want to: ○ Use a randomly generated system password
            ● Create my own password

Passwords must meet the following criteria:
- Must not be a password that you have used in the last 12 months.
- From 12 to 20 characters in length.
- Must start with a letter.
- At least one integer (0 - 9) or one of the following special characters: !%^*

Enter a new password: [   ]

Confirm password: [   ]

Please remember this password
We won't show your password again after you leave this screen.
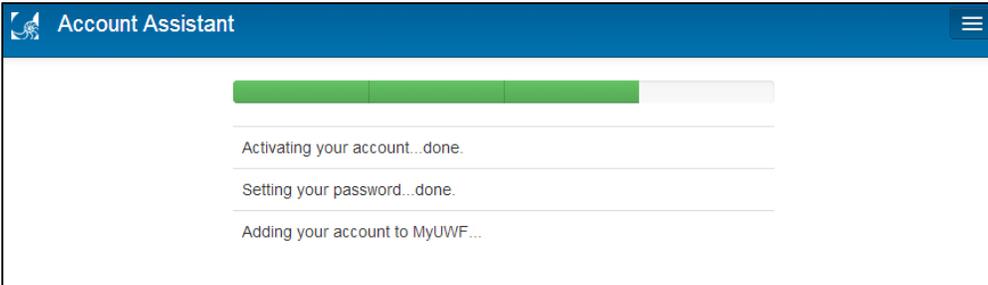
☐ Got it

[Next]   Clear

Step 8

You will be directed to the following screen. Please do not close this screen as your new username will be presented to you shortly.

Account Assistant ☰

Activating your account...done.

Setting your password...done.

Adding your account to MyUWF...

Account Assistant   Home   My Account   Admin   ⚙ ▾

Your new Argonet Account

Your new account is now ready to use.
Please visit MyUWF at my.uwf.edu to access your UWF services. You should write down the information below in a safe place along with the password that you chose so that you can log in.

Begin checking your UWF email account.
Official communication from the university will now be sent to your UWF Gmail account. Log in at http://gmail.com with your full UWF email address (Gmail username) and your ArgoNet password.

Your username:

Your email address:

This is your official UWF email account that you can access from within MyUWF. All official university communications will be sent to you at this address.

You may now use your new username and password to log into MyUWF.

ITS Help Desk

(**850) 474-2075**
helpdesk@uwf.edu