


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.

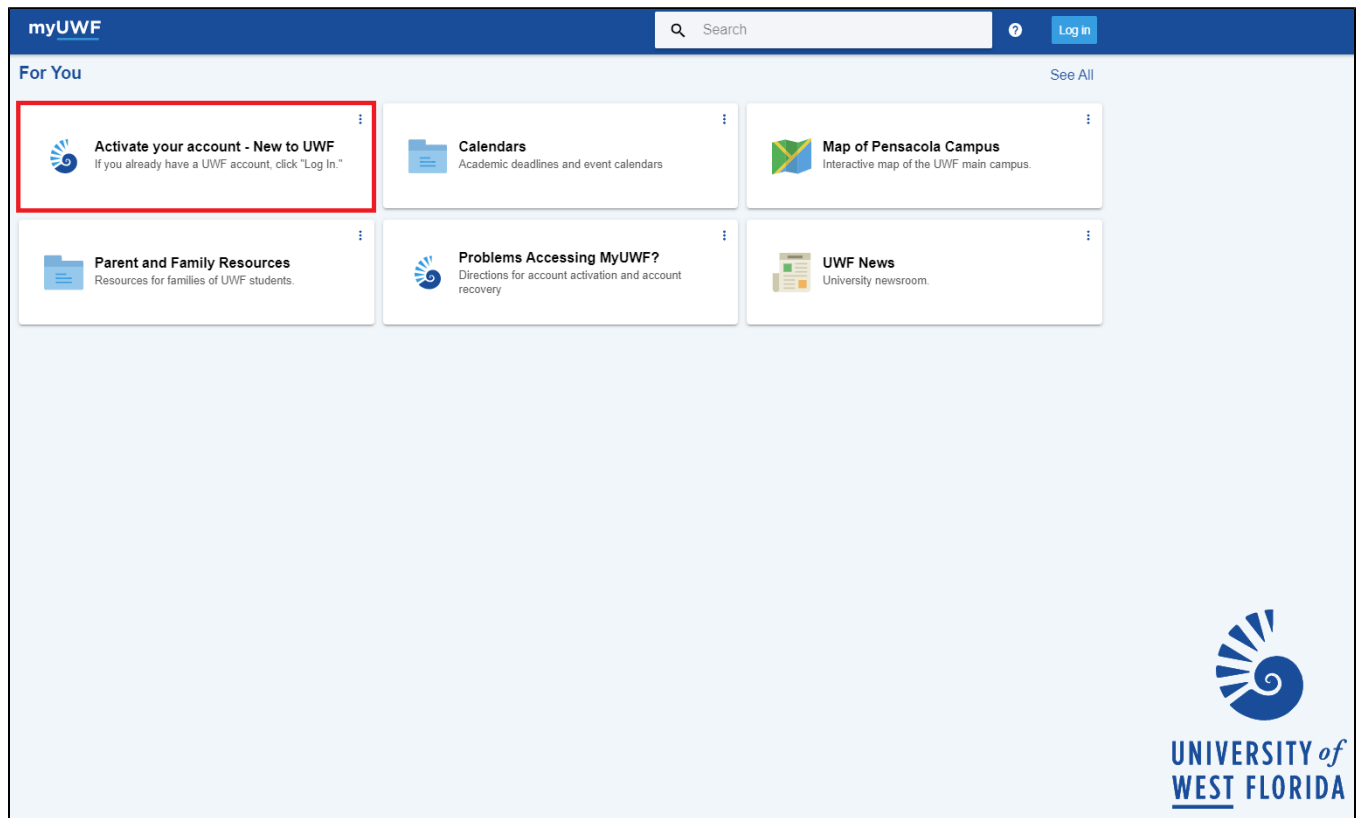
Active students and employees need to activate their ArgoNet accounts. Faculty, staff, and student ArgoNet accounts include access to services such as UWF Gmail accounts, ArgoAir, and eLearning. The process for activating MyUWF and ArgoNet accounts is the same.

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

Go to my.uwf.edu and click 'Activate your account'.



The screenshot shows the myUWF dashboard interface. At the top, there is a blue header with the 'myUWF' logo, a search bar, and a 'Log in' button. Below the header, the main content area is titled 'For You' and contains a grid of six tiles. The first tile, 'Activate your account - New to UWF', is highlighted with a red border and contains the text 'If you already have a UWF account, click "Log In."' Other tiles include 'Calendars', 'Map of Pensacola Campus', 'Parent and Family Resources', 'Problems Accessing MyUWF?', and 'UWF News'. The University of West Florida logo is located in the bottom right corner of the dashboard.

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.

Account Assistant Home

New User

Verify my identity: Using my UWFLD
 Using my last name and the last 4 of my SSN

UWFLD ID:

Birthdate:

1990-1999

1989 1990 1991 1992

1993 1994 1995 1996

1997 1998 1999 2000

If you have already applied to the university you should have received an email containing your UWFLD ID.
 New employees should obtain their UWFLD ID from their department.

Frequently Asked Questions

I'm new to MyUWFLD. When will I receive my UWFLD ID?

I have a new role at the university. When/how will I see additional apps for this role?

I already have an account, but I've forgotten my login information.

Step 3

Choose 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.

Account Assistant

Security Questions

Please choose three security questions to help us verify your identity

Question #1:

Your answer:

Max 50 characters. Not case sensitive.

Question #2:

Your answer:

Max 50 characters. Not case sensitive.


Question #3:

Your answer:

Max 50 characters. Not case sensitive.

Next

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: ▼

Your answer:
Max 50 characters. Not case sensitive.

Question #2: ▼
Please choose a unique question

Your own question:

Your answer:
Max 50 characters. Not case sensitive.

Question #3: ▼
Please choose a unique question


Your own question:

Your answer:
Max 50 characters. Not case sensitive.

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 ☰

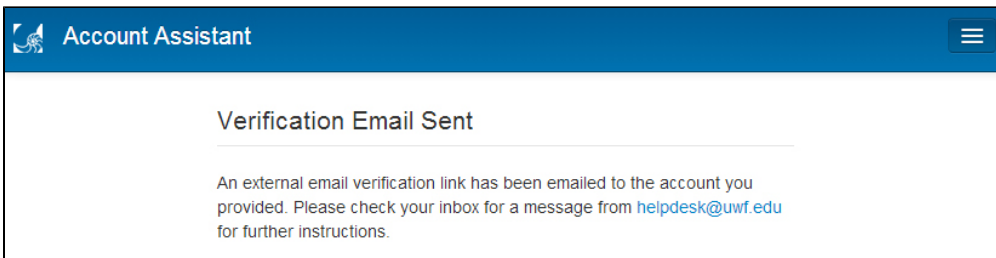
External email account

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

External email:

Confirm email:

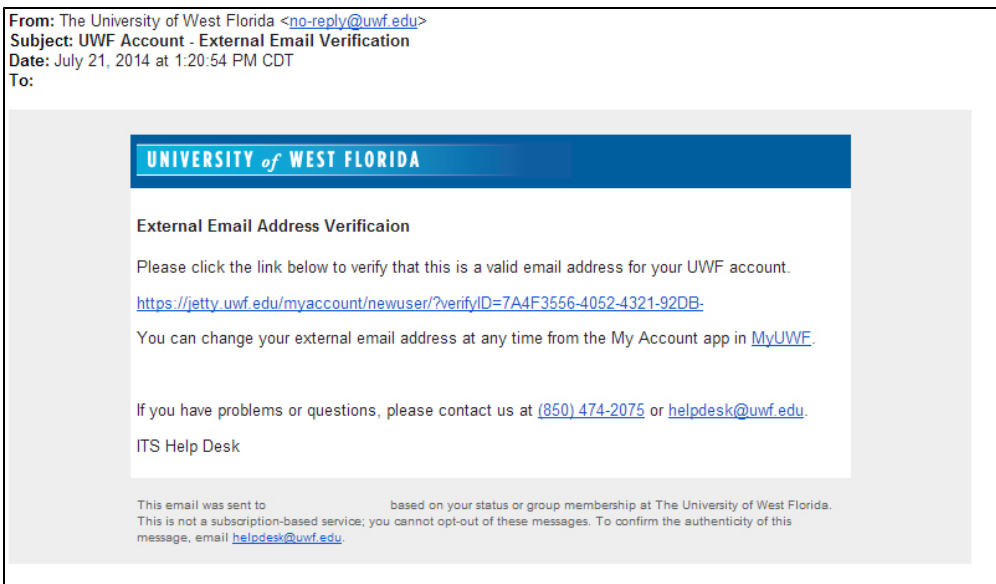
After pressing the 'Next' button, a verification email will be sent to your external email address.



Step 5

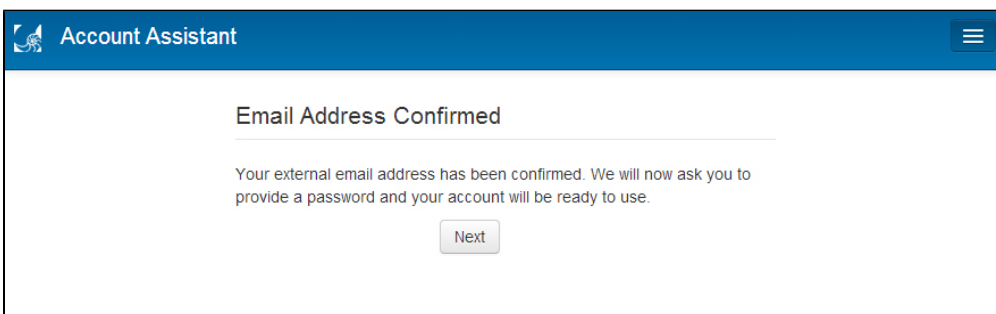
Navigate to the inbox of the non-UWF email account that you provided, and click the link within the verification email to continue the account activation process.

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.



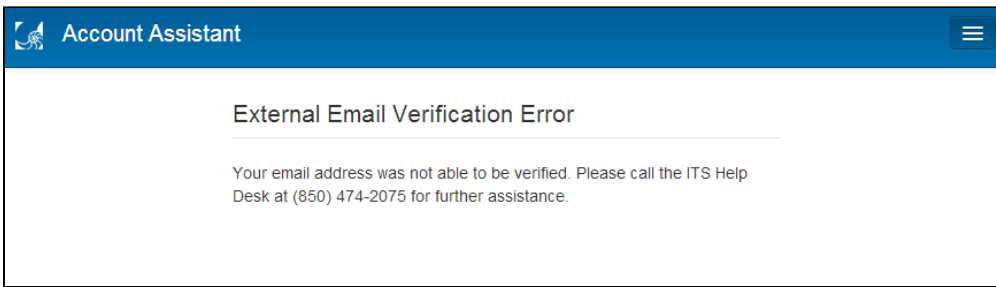
Step 6

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 clear your cache ([Chrome instructions](#); [Firefox instructions](#)), then go back to step 1 above and restart the activation process.

If you receive the same email verification error after clearing your cache and restarting the activation process, please call the ITS Help Desk (850.474.2075) during [our business hours](#). Please be sure to be on your personal network and in front of a personally owned Windows or Mac computer when you call.

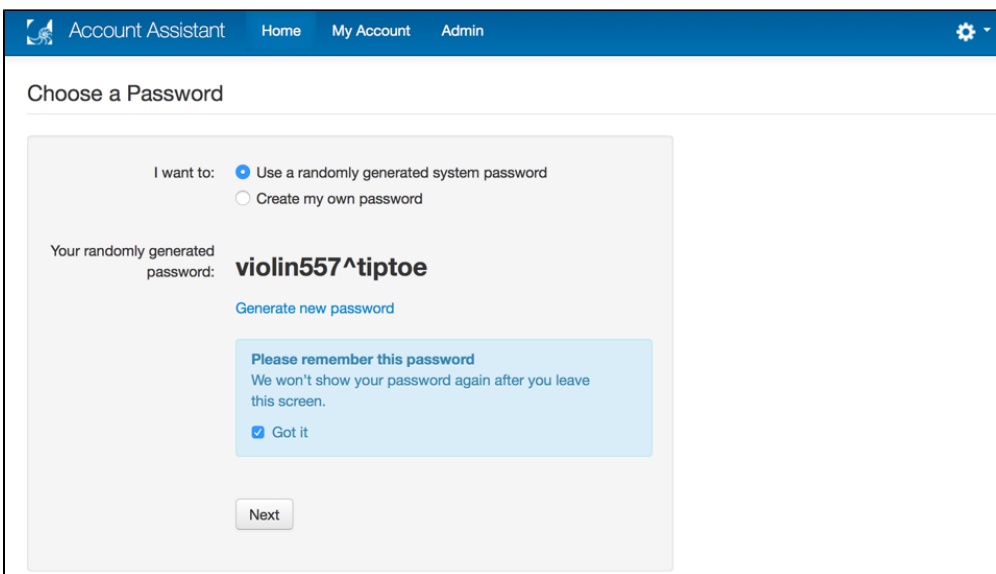


Step 7

Select either 'Use a randomly generated system password', 'Generate a new 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.



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.

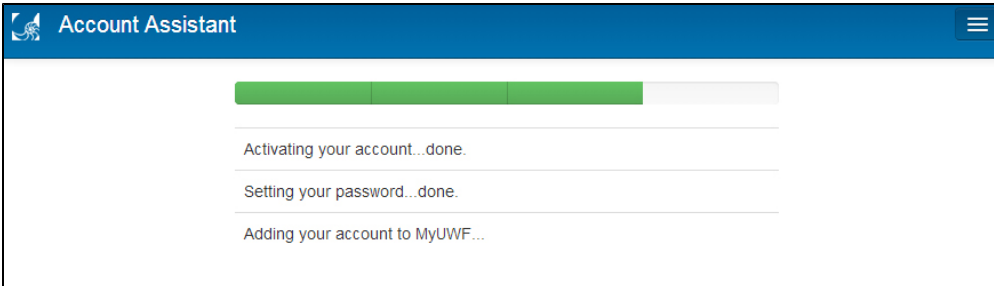
Got it

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: **htestf6**

Your UWF Gmail Address: **htestf6@uwf.edu**

2-Step Verification Required
Visit [Accessing Your UWF Gmail Account](#) and follow the instructions to enroll in 2-Step Verification immediately to avoid losing access to your account.

Contact the ITS Help Desk at helpdesk@uwf.edu or by phone at (850) 474-2075 if you need assistance.

Step 9

Go to my.uwf.edu, click 'Log in', type in your new username and password, and click 'Log In'.



After confirming you can log in to MyUWF, you may want to log out, wait 15 minutes, and log back in.

Sometimes the system needs time to sync, to give users access to the apps they should have access to (such as the [Application Status](#) and [Transcript Request](#) apps).

ITS Help Desk

(850) 474-2075
helpdesk@uwf.edu