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'.
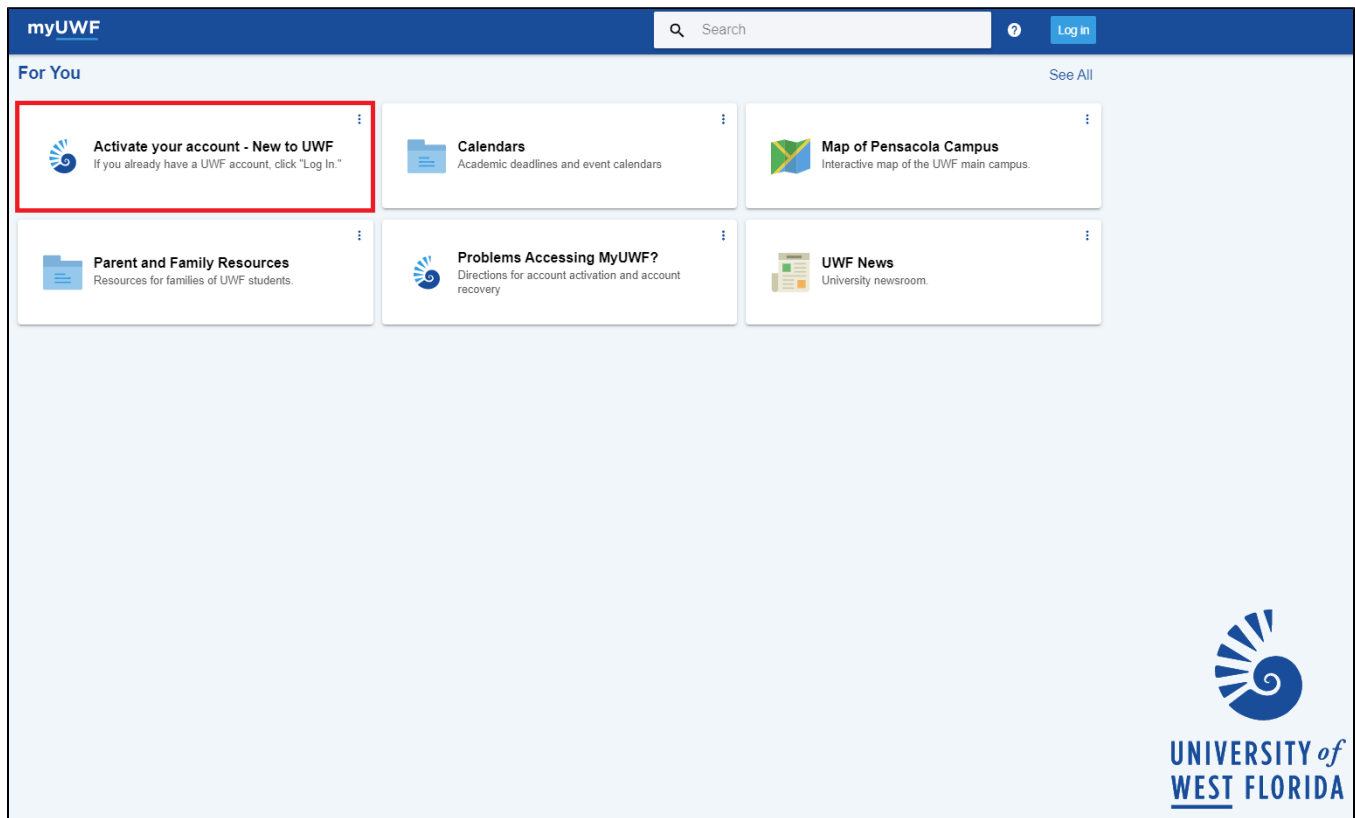
Step 2

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 (Steps 3, 4, & 5 will only apply to students, applicants, and alumni. Faculty and Staff may continue to Step 6)

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).

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

Step 4

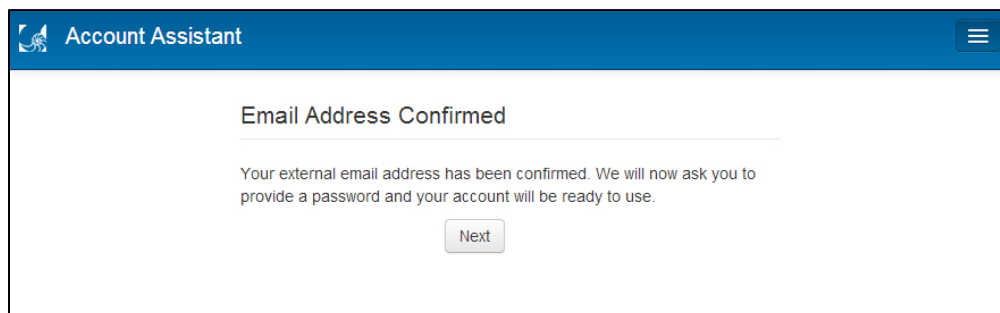**Navigate to the inbox of the non-UWF email account that you provided, and click the link within the verification email to continue the account activation process.**

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.
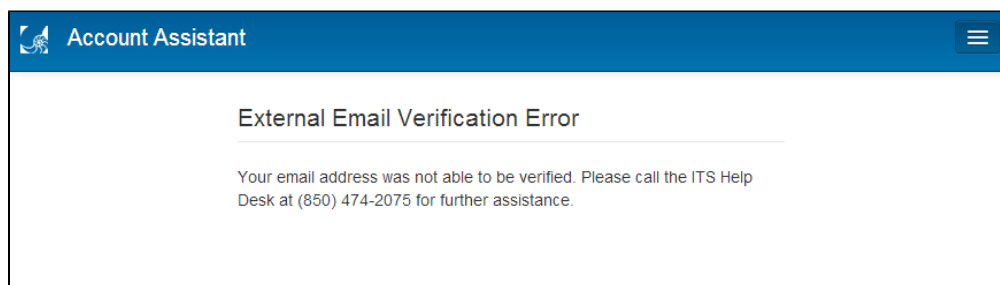
From: The University of West Florida <no-reply@uwf.edu>
Subject: UWF Account - External Email Verification
Date: July 21, 2014 at 1:20:54 PM CDT
To:

UNIVERSITY *of* **WEST FLORIDA**

External Email Address Verificaion

Please click the link below to verify that this is a valid email address for your UWF account.

https://jetty.uwf.edu/myaccount/newuser/?verifyID=7A4F3556-4052-4321-92DB-

You can change your external email address at any time from the My Account app in MyUWF.

If you have problems or questions, please contact us at (850) 474-2075 or helpdesk@uwf.edu.

ITS Help Desk

This email was sent to   based on your status or group membership at The University of West Florida.
This is not a subscription-based service; you cannot opt-out of these messages. To confirm the authenticity of this
message, email helpdesk@uwf.edu.

Step 5

After your external email address has been confirmed, click the 'Next' button to continue and choose a new password.

Account Assistant ≡

Email Address Confirmed

Your external email address has been confirmed. We will now ask you to
provide a password and your account will be ready to use.

[Next]

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.
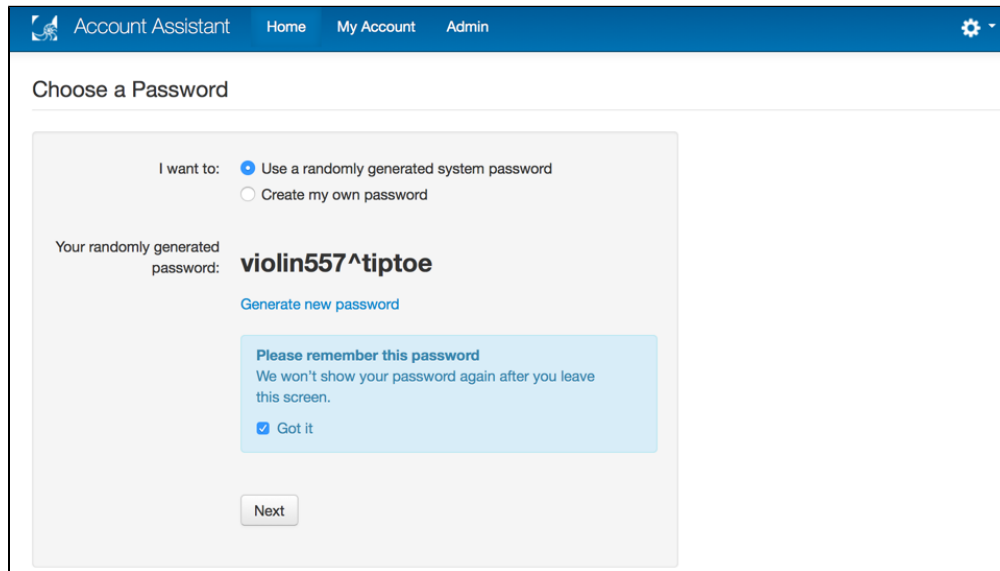
Account Assistant ≡

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 6

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.
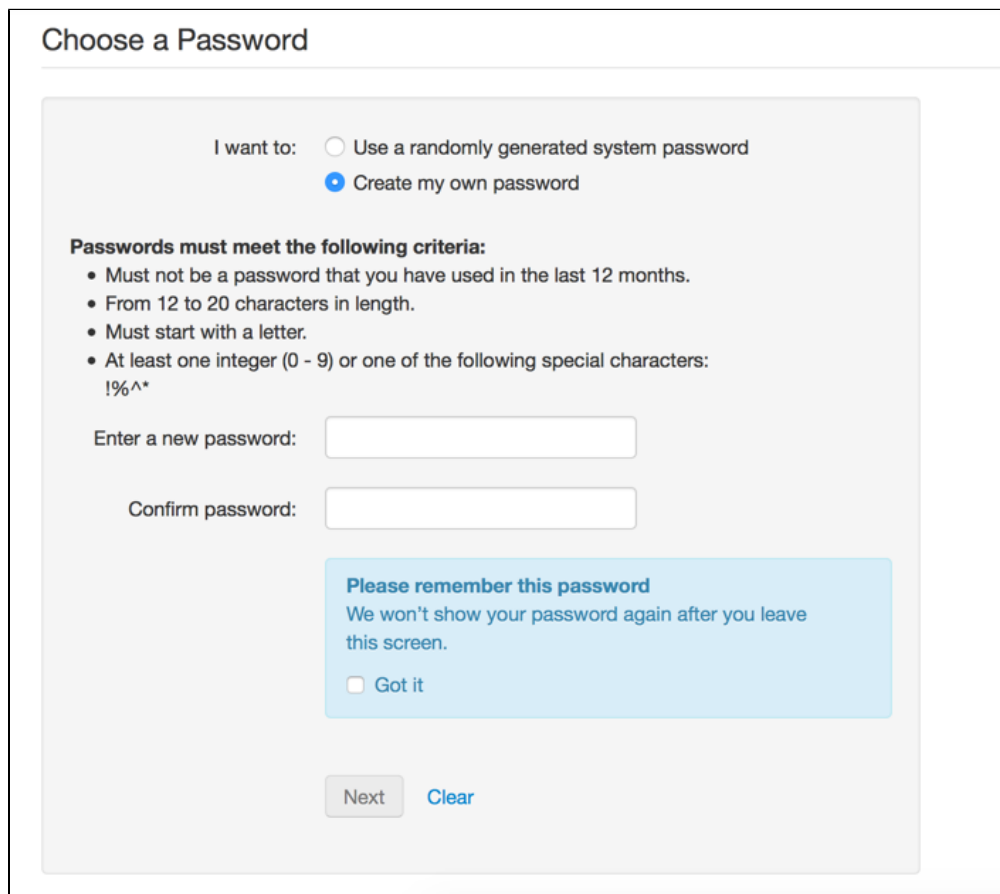
Click the 'Next' button to continue.

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.
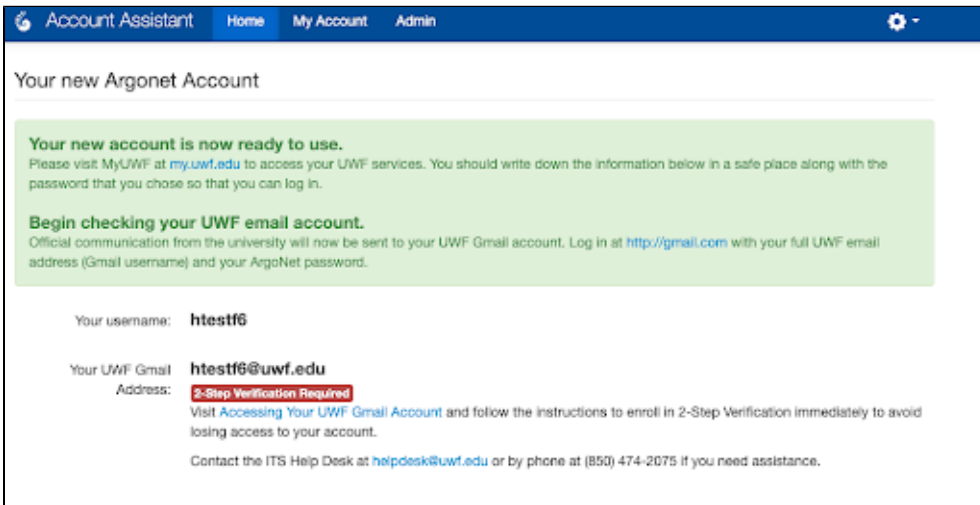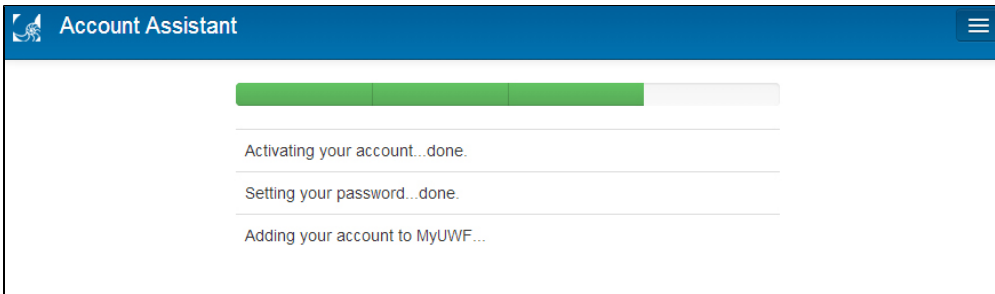
Click the 'Next' button to continue.

Step 7

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

Step 8

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