



Student Portal Login Guide

Step 1) Register for classes - Meet with the Student Affairs Advisor and register for classes. Your student accounts will be created within an hour after you register.

Step 2) Login to your student portal account at my.asutr.edu (see important information and example below)
You will sign in to the portal using your student email address and a temporary password of **your last name (with capital first letter) followed by the last four digits of your Student ID number.** The first time you login to the ASUTR portal you will be prompted to update your passphrase.

You will use this username and the new passphrase to logon to the student computers on campus.

Please choose a secure and unique password or passphrase for this account. The passphrase will not expire unless it is compromised. Some examples of a secure passphrase include:

- threeRivers4me!
- Mydreamcar:97civic
- technologyismyFriend.
- the #PASSPHRASE is secure

Your passphrase must be at least 8 characters long and contain three of the following four criteria: Uppercase letter, lowercase letter, number, symbol. Your passphrase **cannot** contain any part of your name or common words such as 'password' or 'letmein'.

My.ASUTR simplifies access to all things ASUTR. Once you sign in to my.asutr.edu, you will have quick and easy access to:

- Student Wi-Fi
- Student E-Mail
- Blackboard (online classes)
- And more!

Step 3) Self Service Login

You can go to the portal and access Self Service but you will be asked to sign in. You will use the same username and password that you created when you logged into the portal.

IMPORTANT INFORMATION:

- All ASUTR official communications will be sent to your student email address, therefore it is extremely important that you login and check your email daily.
- If your First initial + Last Name is longer than the 16-character limit your username will be shortened to 16 characters + the last 4 digits of your Student ID with no special characters so your username will not exceed the 16-character limit required by the ASUTR password policy.
Example Name: Jane Rutherford-O'Sullivan **Example Username:** jrutherfordosull4321
- If your Last Name + last four of your Student ID Number is shorter than the 8 characters, your temporary password will have zeros added to the end so your username will reach the 8-character minimum required by the ASUTR password policy.
Example Username: jday4321 **Example Temporary Password:** day43210

Example

Student Name: John Jones	Student ID#: 000054321
Username: jjones4321	
Temporary Password: Jones4321	
Email address: jjones4321@email.asutr.edu	

If you have any issues accessing your accounts
Contact the ITS Helpdesk at (501)332-0285 or extension 0285

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