

#### 1. TEXAS A&M UNIVERSITY-TEXARKANA WEBSITE

Go to <u>www.tamut.edu</u>.

# 2. WEB FOR STUDENTS

Click the link in the upper right hand corner of the home page. Web for Faculty and Web for Students are the same.

# 3. FACULTY ID

Enter your Faculty ID in the User ID field. Please remember that this is 8 numbers. This is not your UIN (9 numbers).

# 4. PERSONAL IDENTIFICATION NUMBER (PIN)

If you've logged in previously, enter your PIN. Please remember that this is 6 numbers. No letters. Select the "Login" button.

### New Faculty:

- A. \*Your PIN will be your date of birth. (Example April 15, 1975 = 041575)
  -You will be asked to change your PIN. (Your old PIN is your six-digit date of birth.)
  -Your new PIN must be a set of six numbers that is <u>NOT</u> your date of birth.
- B. Select the "Login" button.

### 5. PERSONAL SECURITY QUESTION AND ANSWER

Create your own question. Provide the answer. Once you have successfully created the question and answer, select *"Submit."* Skip this step if you have already set it up.

### 6. CHOOSE YOUR OPTION FROM THE MENU ITEMS.

**QUESTIONS?** Please contact the Registrar's Office by email at <u>registrar@tamut.edu</u>, phone at (903) 223-3047, or in person in the University One Stop.

