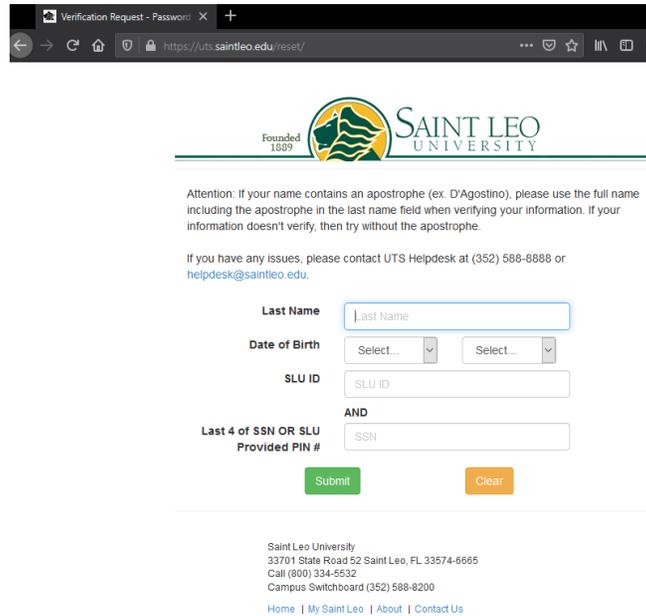


Saint Leo University New student login procedure

Step 1. Open a web browser and go to uts.saintleo.edu/reset.

Step 2. Fill in all the fields in the form.



Verification Request - Password X +
https://uts.saintleo.edu/reset/

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Attention: If your name contains an apostrophe (ex. D'Agostino), please use the full name including the apostrophe in the last name field when verifying your information. If your information doesn't verify, then try without the apostrophe.

If you have any issues, please contact UTS Helpdesk at (352) 588-8888 or helpdesk@saintleo.edu.

Last Name

Date of Birth

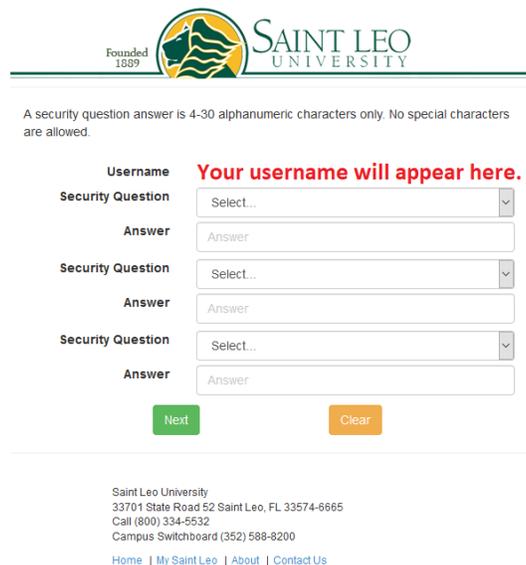
SLU ID

AND

Last 4 of SSN OR SLU Provided PIN #

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Call (800) 334-5532
Campus Switchboard (352) 588-8200
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Step 3. If this is your first time setting your password, you will be asked to choose three security questions and answers. Each answer must be at least 4 characters long. Make a note of your username.



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A security question answer is 4-30 alphanumeric characters only. No special characters are allowed.

Username **Your username will appear here.**

Security Question

Answer

Security Question

Answer

Security Question

Answer

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Step 4. Enter your password, and then confirm it. Your password must contain at least 8 characters. It cannot contain your first or last name, or other personal information. It must contain at least one of EACH of the following:

- Lower case letter
- Upper case letter
- Number

Symbols are optional, and only the following symbols are allowed:

! # \$ ^ * - _ . ,



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Your new password must be between 6-12 characters and include at least one lower, one upper, and one numeric character. Valid special characters include: ! # \$ ^ * - _ . ,

New Password

Confirm Password

[Finish](#)

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If you have taken too long to set your password, you will get a security warning:



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To protect your security, your session time has expired.

Please click [here](#) to start the password reset process again.

If you need assistance, please contact UTS Helpdesk at (352) 588-8888 or helpdesk@saintleo.edu.

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If you enter your last name, first name, or other personal information, you will get an error code:



Status Code : 500

An unknown error has occurred.

Click [here](#) to reset your password.

If this issue continues, please contact UTS Helpdesk at (352) 588-8888 or helpdesk@saintleo.edu.

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If you have entered an invalid password that does not fall within the rules listed above or if the passwords do not match, you will receive a wrong format warning (in this case, the passwords were only 7 characters long, and an @ symbol was used, neither of which is allowed):



Your new password must be between 6-12 characters and include at least one lower, one upper, and one numeric character. Valid special characters include: ! # \$ ^ * - _ . ,

New Password

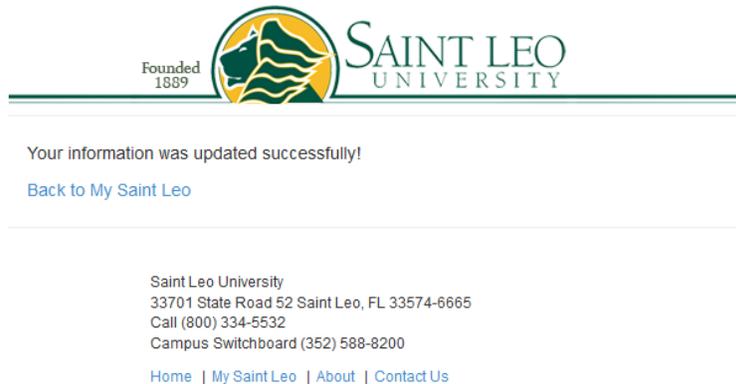
Confirm Password

Finish

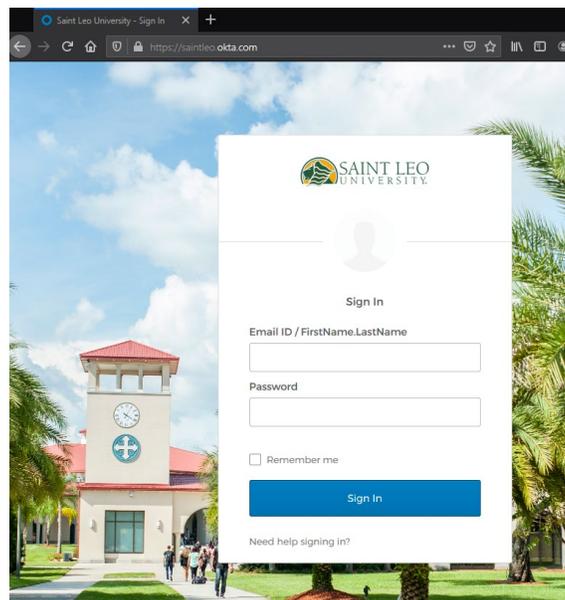
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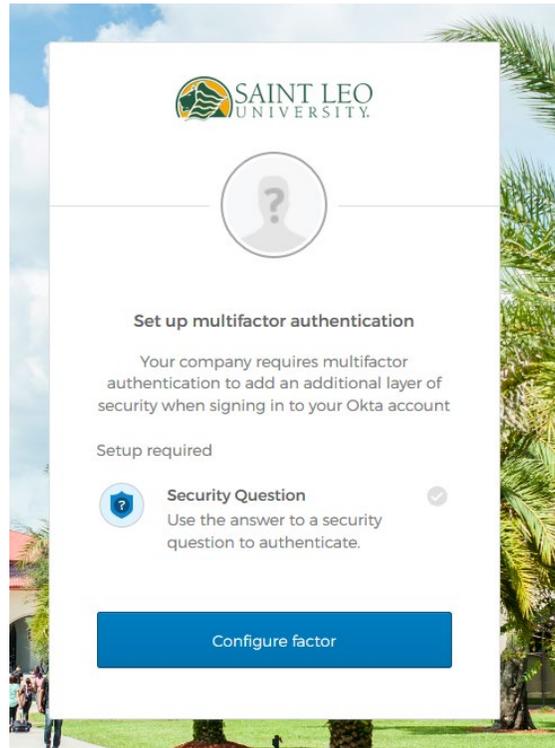
If you have completed the password reset procedure correctly, you will get this message:



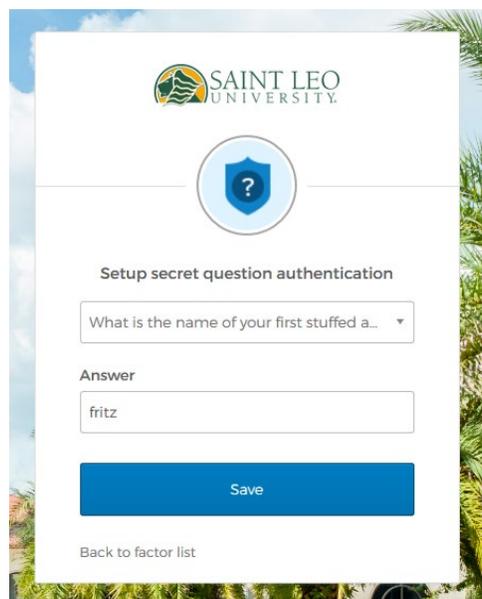
Step 5. In a new tab, go to saintleo.okta.com and sign in with your username and the password you just created. If this does not work, you might need to add @email.saintleo.edu to the end of your username.



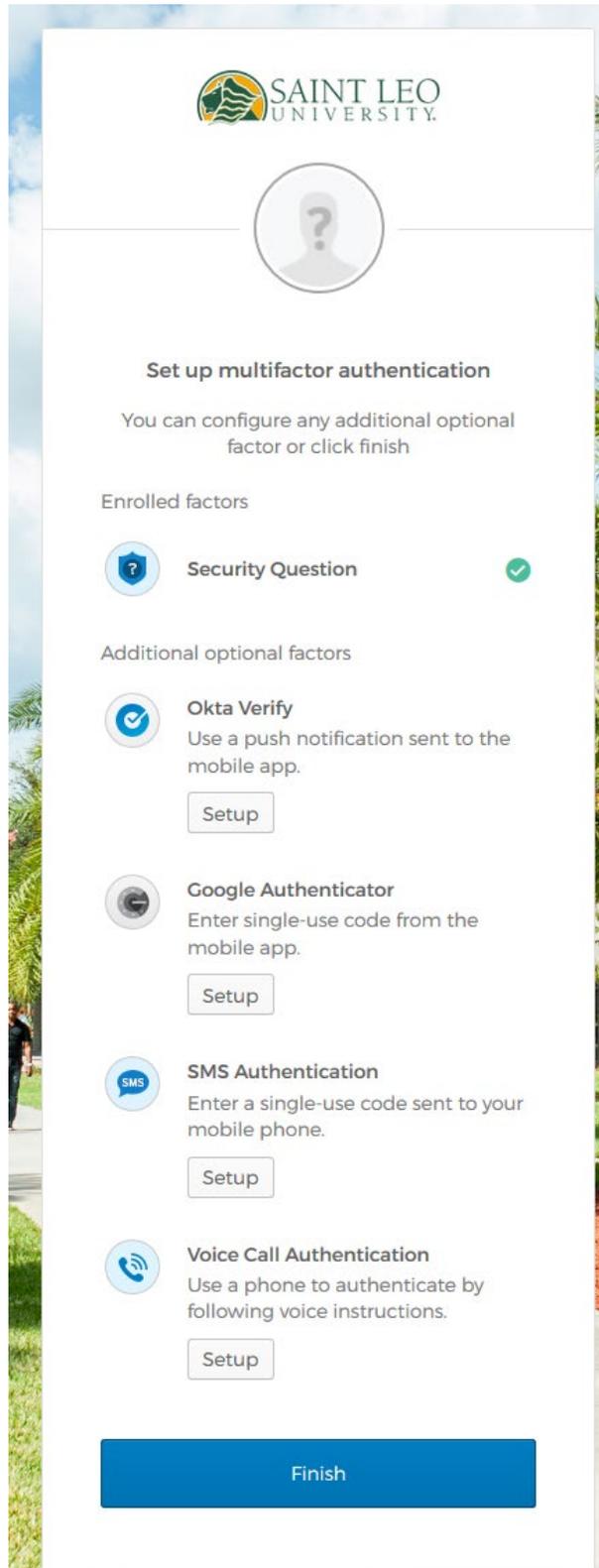
Step 6. Click Configure factor.



Step 7. Choose a secret question and answer and click Save. You will need to answer this question each time you login.



Step 8. The other multifactor authentication methods are optional. You can set them up now or click Finish.



The screenshot shows a web interface for setting up multifactor authentication at Saint Leo University. At the top, the university's logo is displayed. Below it is a circular placeholder for a user profile with a question mark. The main heading is "Set up multifactor authentication", followed by the instruction: "You can configure any additional optional factor or click finish".

The interface is divided into two sections:

- Enrolled factors:** This section contains one item, "Security Question", which is marked as completed with a green checkmark.
- Additional optional factors:** This section lists four options, each with a "Setup" button:
 - Okta Verify:** "Use a push notification sent to the mobile app."
 - Google Authenticator:** "Enter single-use code from the mobile app."
 - SMS Authentication:** "Enter a single-use code sent to your mobile phone."
 - Voice Call Authentication:** "Use a phone to authenticate by following voice instructions."

At the bottom of the screen is a large blue button labeled "Finish".

Step 9. Fill out this form. The forgot password question is different from the secret question you set up earlier. Adding your phone number is optional. Once the form is completed, click the Create My Account button at the bottom (you might need to scroll down further to see it).

Welcome to Saint Leo University, **Your name!**
Create your Saint Leo University account

 Secondary email

 I don't have a secondary email

 Choose a forgot password question
What is the food you least liked as a child?
Answer

 Add a phone number for resetting your password or unlocking your account using SMS (optional)
Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

 Add a phone number for resetting your password or unlocking your account using Voice Call (optional)
Okta can call you and provide a recovery code. This feature is useful when you don't have access to your email.

 Click a picture to choose a security image
Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.
  

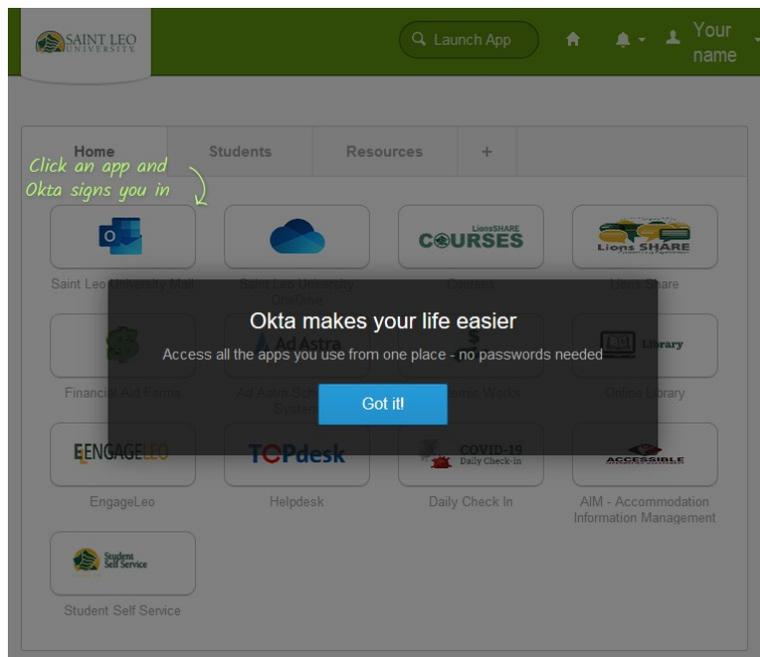
Step 10. If you did not add your phone number in Step 9, you will be prompted to enter it. If you do not want to add your phone number, click Remind me later.

Please update your profile

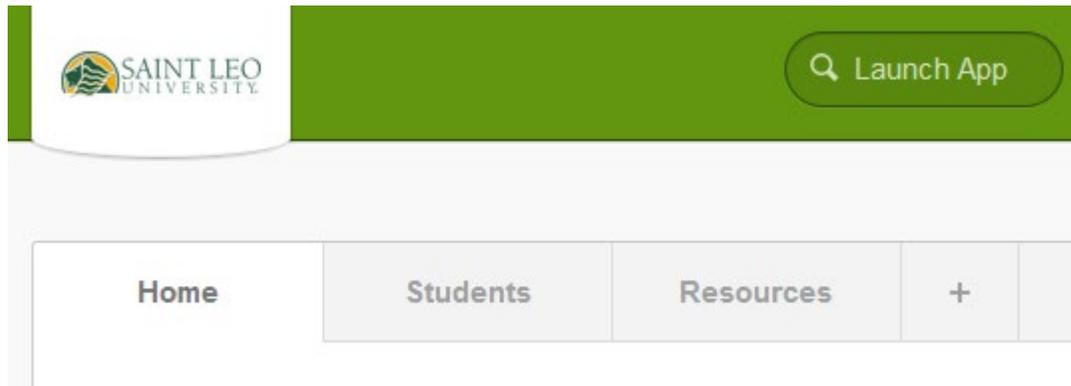
 **Add a phone number for resetting your password or unlocking your account using SMS (optional)**
Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

 **Add a phone number for resetting your password or unlocking your account using Voice Call (optional)**
Okta can call you and provide a recovery code. This feature is useful when you don't have access to your email.

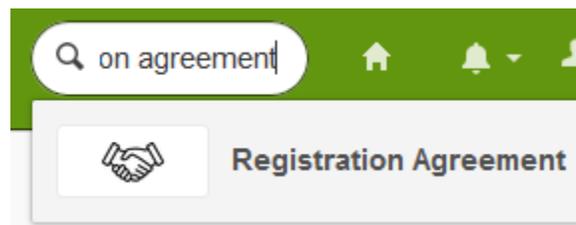
Step 11. Click Got it!



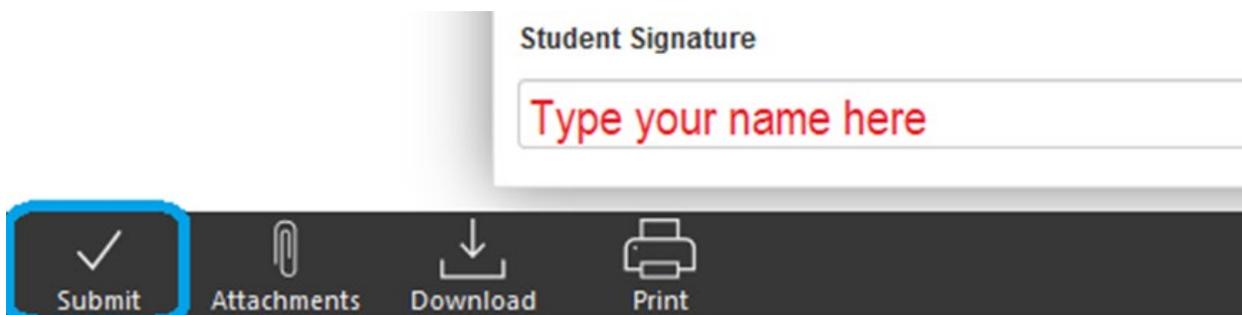
Step 12. Click the Launch App search bar.



Step 13. Type Registration Agreement and click the icon with hands shaking. This will open a new tab with the Registration Agreement.



Step 14. Read the Registration Agreement, scroll down, type your name in the Student Signature field to electronically sign the form, and click the Submit button when you are finished.



Click Submit when you are finished.