1. Change your password

You must change the password for your account before you will be able to access e-mail.

➔ Go to **acelink.evansville.edu.**
Your username is the first part of your UE e-mail address. For example, if your UE e-mail address is xx01@evansville.edu, your username is xx01.

If this is the first time you have logged in to AceLink, your password will be Ue####### where ####### is your seven-digit student ID number. This number is printed on the front of your UE ID card.

➔ Look toward the bottom left corner of the screen and click **Change My Password.**
Once changed, this is the password you will use for accessing WiFi, Blackboard, e-mail, AceLink, and WebAdvisor.

2. Get on secured WiFi

Students can use our secured Wi-Fi network, called UEWiFi, and once set up, Wi-Fi will automatically connect whenever you are on campus.

Connecting to UEWiFi is easy –use your UE username and the password you set on AceLink. If you need help, bring your device to the OTS helpdesk in the basement of the library.

3. Check your e-mail

Check your e-mail at **acemail.evansville.edu**, using your full UE e-mail address as the username and whatever you chose as your password.

If you have not already changed your password, go back to Step 1 and do it now. E-mail is the only UE site where your username is your full e-mail address instead of just the first part.

4. Get e-mail on your phone

Find a step-by-step tutorial at **ots.evansville.edu/support/telephones** or bring your phone to the OTS helpdesk in the basement of the library for help.

5. How to access Blackboard

Your instructors use Blackboard to distribute course content.

To access Blackboard, go to **bblearn.evansville.edu** and sign in with the first part of your UE e-mail address as the username and whatever you set for your password.

If you don't see all of your classes, don't panic. Blackboard use isn't mandatory and your professor may not intend to use it.

Students can also download the BB Student App free of charge on your mobile device!

6. How to access MyUE Campus Portal

MyUE is The University of Evansville's web portal that provides convenient and centralized access to programs, resources, and information.

MyUE is available to students, faculty, and staff and administration.

To access MyUe, to go **myue.evansville.edu** and log in using your full UE email address and password.

Take Note: WebAdvisor is also fully integrated into MyUE. From within MyUE, select the desired option in the WebAdvisor menu.

7. How to access UE Self Service

UE Self Service is the University's tool for items including Student Planning, Advising, and Course Registration, and Financial Aid.

To access UE Self Service, go to **myue.evansville.edu** and log in using your full UE email address and password. Select "**Self-Service**" from the preferred links block.

8. How to get your game console online

Game consoles cannot be connected to UE's wireless networks. In order to use your game console from the residence halls, you must e-mail your MAC address to **help@evansville.edu.**
You can find your MAC address in your console's network settings. For instructions specific to your console, visit one of the following:

➔ support.xbox.com
➔ us.playstation.com/support
➔ nintendo.com/consumer/systems/wii

9. Free software

The University of Evansville Office of Technology Services is providing Microsoft Office 365 ProPlus free of charge to all students!

➔ Visit **portal.microsoftonline.com/OLS/MySoftware.aspx.**
➔ Sign in with your UE e-mail address and password.
➔ Select Office.
➔ Select your language.
➔ Click install.

*Note: You must uninstall previous versions before installing.

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