Account log in procedure for new students

1. Pick a password
You must pick a password for your account before you will be able to access email.

- Go to acelink.evansville.edu

Your username is the first part of your UE email address. For example, if your UE email 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 towards 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, email, Acelink…everything except WebAdvisor. Please note that WebAdvisor uses the same username but a different password. You probably picked a WebAdvisor password when you registered for SOAR.

2. Get on secured WiFi
Right now you are probably using our guest network (called UeWireless) to access the internet. You should instead use OrangeNet, which is a secured network and, once set up, will automatically connect whenever you are on campus. Connecting to OrangeNet is easy - just use your UE username and the password you picked on AceLink. If you need help, see the tutorials on the OTS website (ots.evansville.edu/support/network) or bring your device to the OTS helpdesk in the basement of the library.

3. Check your email
Remember, you won’t be able to access your email unless you already changed your password from the default, so if you skipped the first step on this sheet, go back and do it now.

Check your email at acemail.evansville.edu, using your full UE email address as the username and whatever you chose as your password. Email is the only UE site where your username is your full email address instead of just the first part.

4. Get email on your phone
Find a step-by-step tutorial at ots.evansville.edu/support/email or bring your phone to the OTS helpdesk in the basement of the library for help.
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 email address as the username and whatever you picked 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.

How to access WebAdvisor
WebAdvisor (webadvisor.evansville.edu) is the only UE site that uses a separate password. You probably picked your WebAdvisor password when you first registered for SOAR. If you have forgotten your password, use the Reset My Password link above the picture of UE on the log in page. Resetting your WebAdvisor password does not change your email password.

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 email 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