

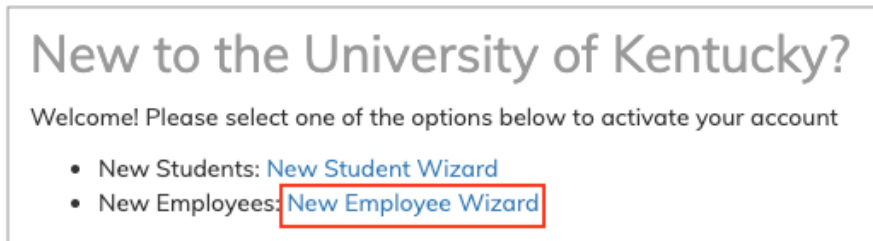
# How do I activate my linkblue account as a faculty or staff member?

## Introduction

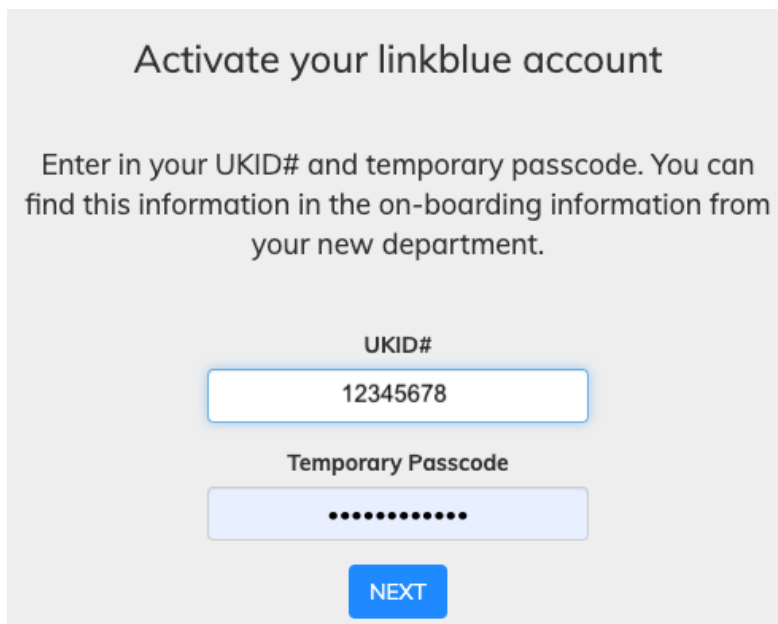
Your linkblue username must be activated in order to give you access to most UK computing systems such as the sites listed on the [linkblue](#) page. This article provides linkblue account activation instructions to faculty and staff. For new undergraduate students, refer to KB0011598 linked below. Graduate students can refer to KB0012798 linked below.

## Instructions

1. Visit the linkblue Account Manager (<https://ukam.uky.edu>)
2. Click **New Employee Wizard**.



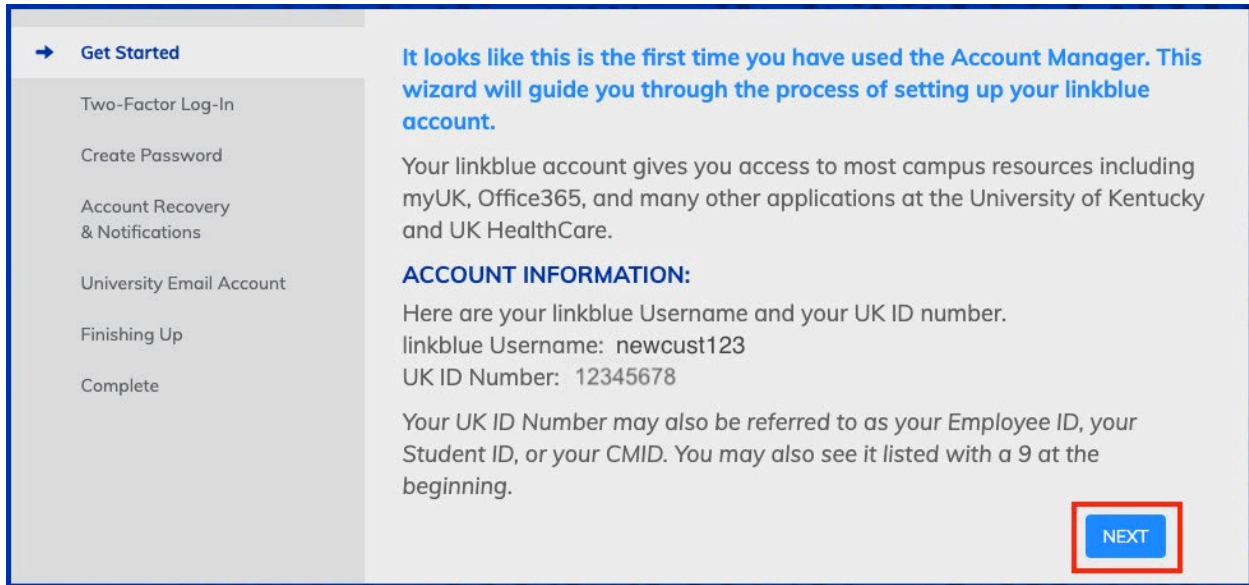
3. Enter your UKID# and temporary passcode then click **Next**.  
*Note: Your UKID# and temporary passcode will be provided by your college or department's HR representative as part of your onboarding.*



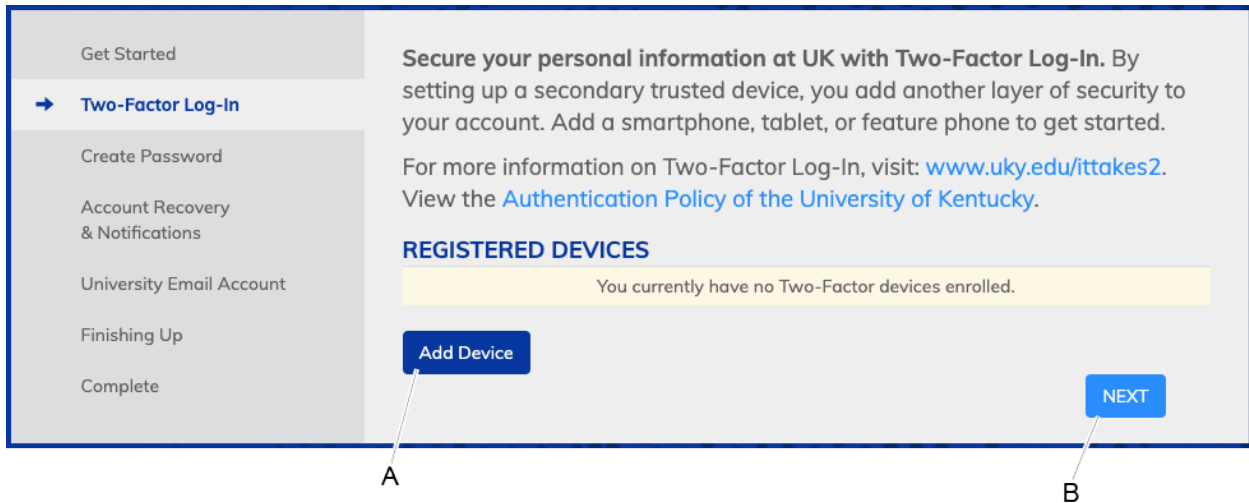
The screenshot shows a form titled "Activate your linkblue account". Below the title, it says "Enter in your UKID# and temporary passcode. You can find this information in the on-boarding information from your new department." There are two input fields: "UKID#" with the value "12345678" and "Temporary Passcode" with a masked value ".....". Below the input fields is a blue button labeled "NEXT".

4. Click **Login**.

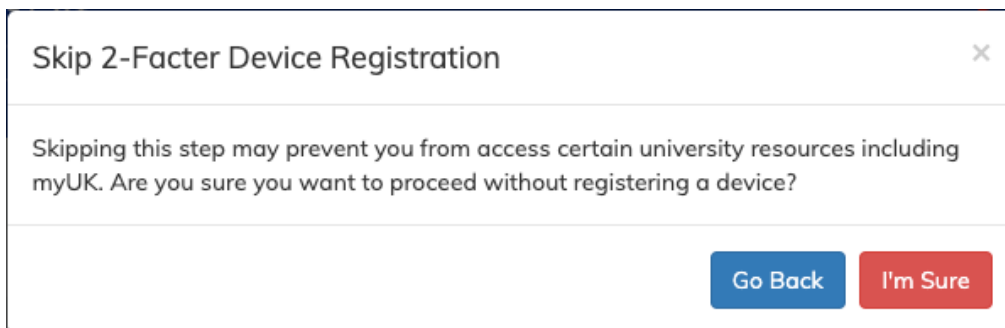
5. The New Account Wizard will guide you through setting up your new linkblue account. Click **Next**.



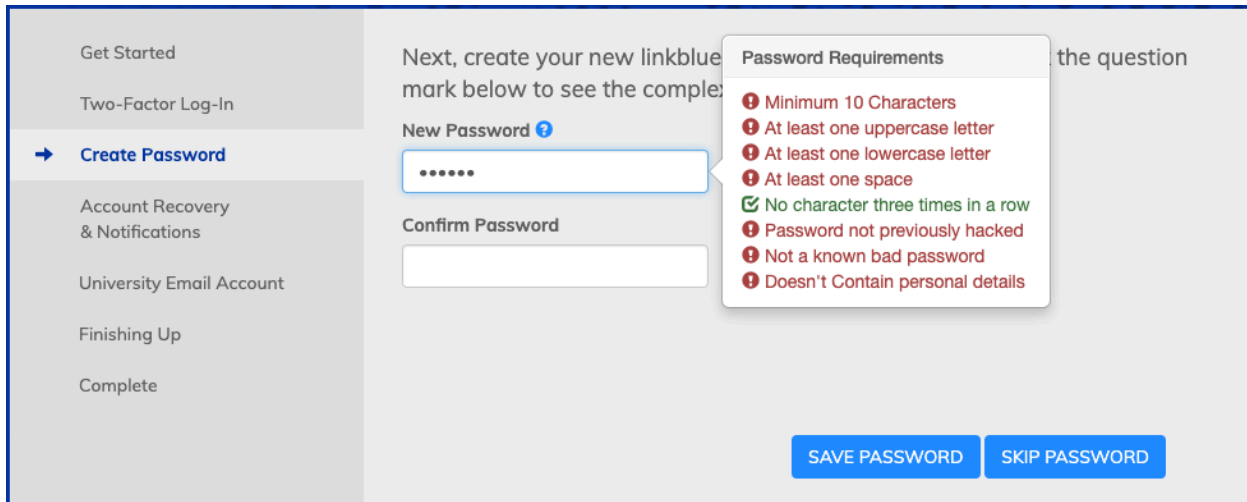
6. Set up Two-Factor Log-In by adding your mobile device. Click **Add Device** (A) and follow the directions. *Note: Two-Factor Log-In is required by IT Security to protect your personal information and University computing systems. If you do not have a phone that can be set up as a registered device, a DUO hardware token can be utilized. Refer to KB0012144 linked below for information about obtaining a hardware token for two-factor log-in.*



7. Click **Next** (B) when you have finished Two-Factor Log-In set up. *Note: If you skip this step, you will receive this warning.*



8. Create a new password.
9. *Please note that certain legacy systems at the University do not accept spaces as leading or trailing characters in a password.*

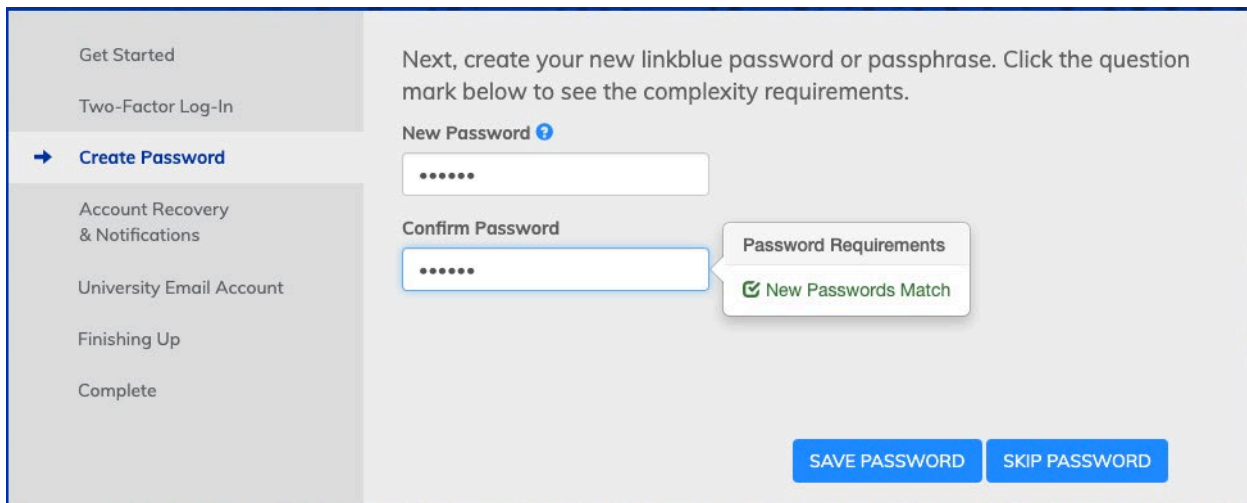


The screenshot shows a web interface for creating a new password. On the left is a navigation menu with options: Get Started, Two-Factor Log-In, **Create Password** (highlighted with a blue arrow), Account Recovery & Notifications, University Email Account, Finishing Up, and Complete. The main content area has the heading "Next, create your new linkblue password or passphrase. Click the question mark below to see the complexity requirements." Below this are two input fields: "New Password" (containing six dots) and "Confirm Password" (empty). A "Password Requirements" pop-up box is open, listing the following rules: Minimum 10 Characters, At least one uppercase letter, At least one lowercase letter, At least one space, No character three times in a row (checked with a green tick), Password not previously hacked, Not a known bad password, and Doesn't Contain personal details. At the bottom right are two buttons: "SAVE PASSWORD" and "SKIP PASSWORD".

The password must meet these password requirements:

- Minimum 10 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one space
- No character three times in a row
- Password not previously hacked
- Not a known bad password
- Doesn't contain personal details

10. Confirm your new password by entering it a second time, then click **Save Password**.



This screenshot shows the same password creation interface as above, but now the "Confirm Password" field also contains six dots. The "Password Requirements" pop-up box is still open, but the message "New Passwords Match" is displayed with a green checkmark, indicating that the two passwords are identical. The "SAVE PASSWORD" and "SKIP PASSWORD" buttons remain at the bottom right.

11. Add a mobile device and personal email address that can be used to reset your password in the event you are locked out of your account because of a security issue or forgotten password. Click **Add Mobile Device** or **Add Personal Email Address** to add a mobile device or email address.

*Please note: It is strongly advised that you enter both a personal email address and mobile device in this step. This information will be needed to use the [myDocs](#) portal should you need the following information:*

- Student 1098-T
- Student Unofficial Transcript
- Employee W2
- Employee Pay Stubs

*Note: Adding a mobile device in this step is not part of Two-Factor Log-In set up.*

The screenshot shows a sidebar on the left with the following menu items: Get Started, Two-Factor Log-In, Create Password, **Account Recovery & Notifications** (highlighted with a blue arrow), University Email Account, Finishing Up, and Complete. The main content area contains the text: "Providing an external email address or personal mobile device can be added below in the event that you are locked out of your account due to a forgotten password or security issue." Below this text are two options: "MOBILE DEVICE: Add Mobile Device" and "PERSONAL EMAIL ADDRESS: Add Personal Email". Both "Add Mobile Device" and "Add Personal Email" are enclosed in a red rectangular box. A blue "NEXT" button is located in the bottom right corner.

A. To add a mobile device:

The dialog box titled "Mobile Device" has a close button (X) in the top right corner. It contains two input fields: "Number" and "Confirm". At the bottom, there are two buttons: "Cancel" and "Send Confirmation Code".

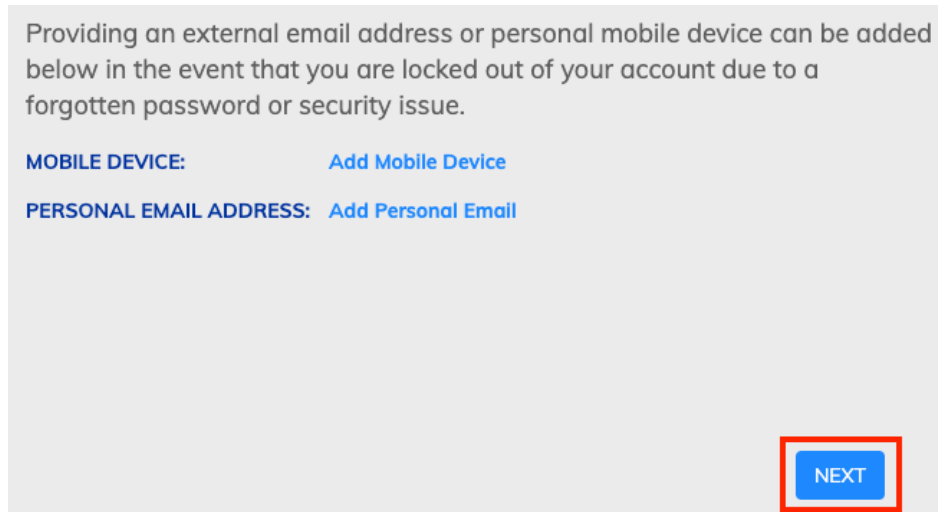
- Enter a ten-digit mobile phone number in the "Number" and "Confirm" fields then click **Send Confirmation Code**.

B. To add a personal email address:

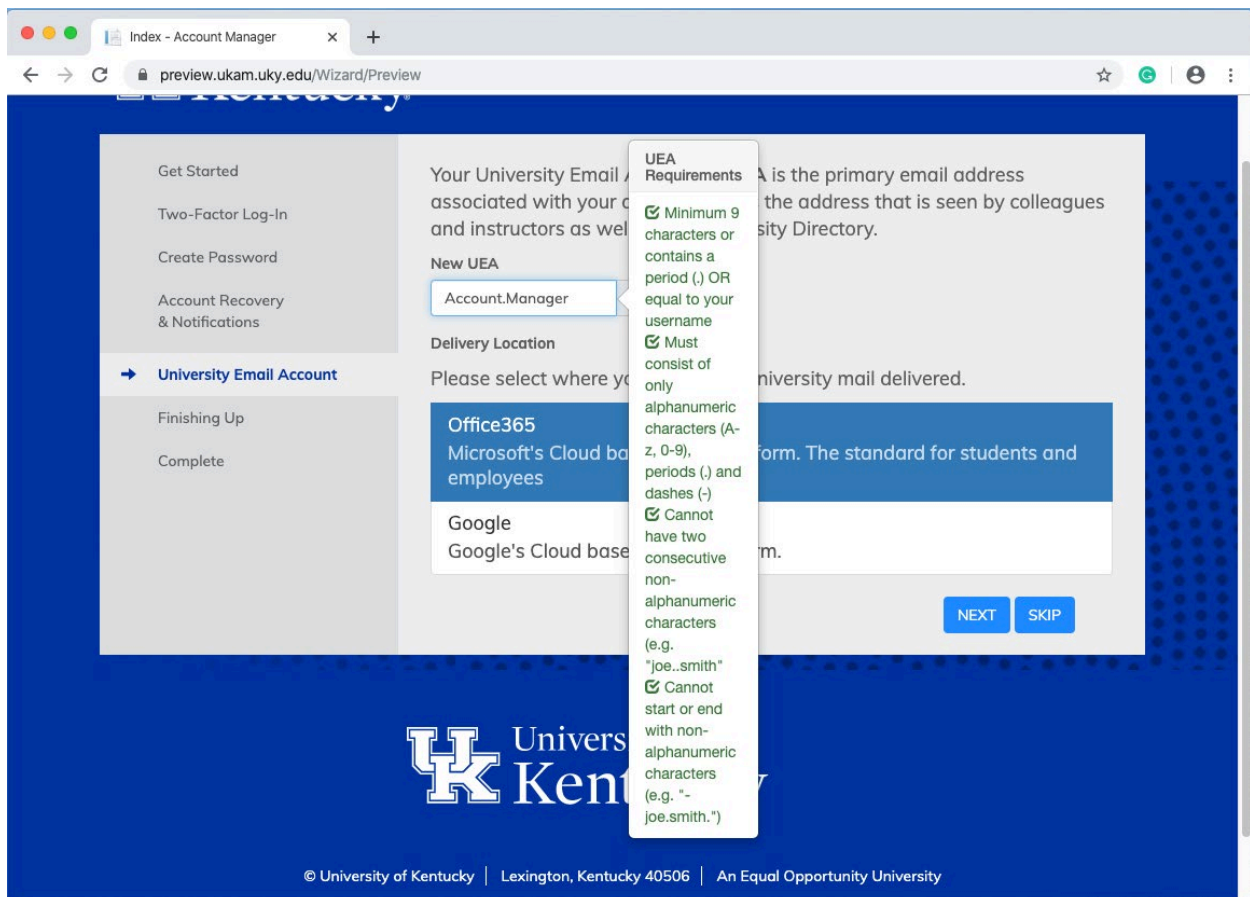
The dialog box titled "Mobile Device" has a close button (X) in the top right corner. It contains two input fields: "Email Address" and "Confirm". At the bottom, there are two buttons: "Cancel" and "Send Confirmation Code".

- Enter a personal email address in the "Email Address" and "Confirm" fields then click **Send Confirmation Code**.

C. After you have entered and confirmed your recovery information click **Next**.

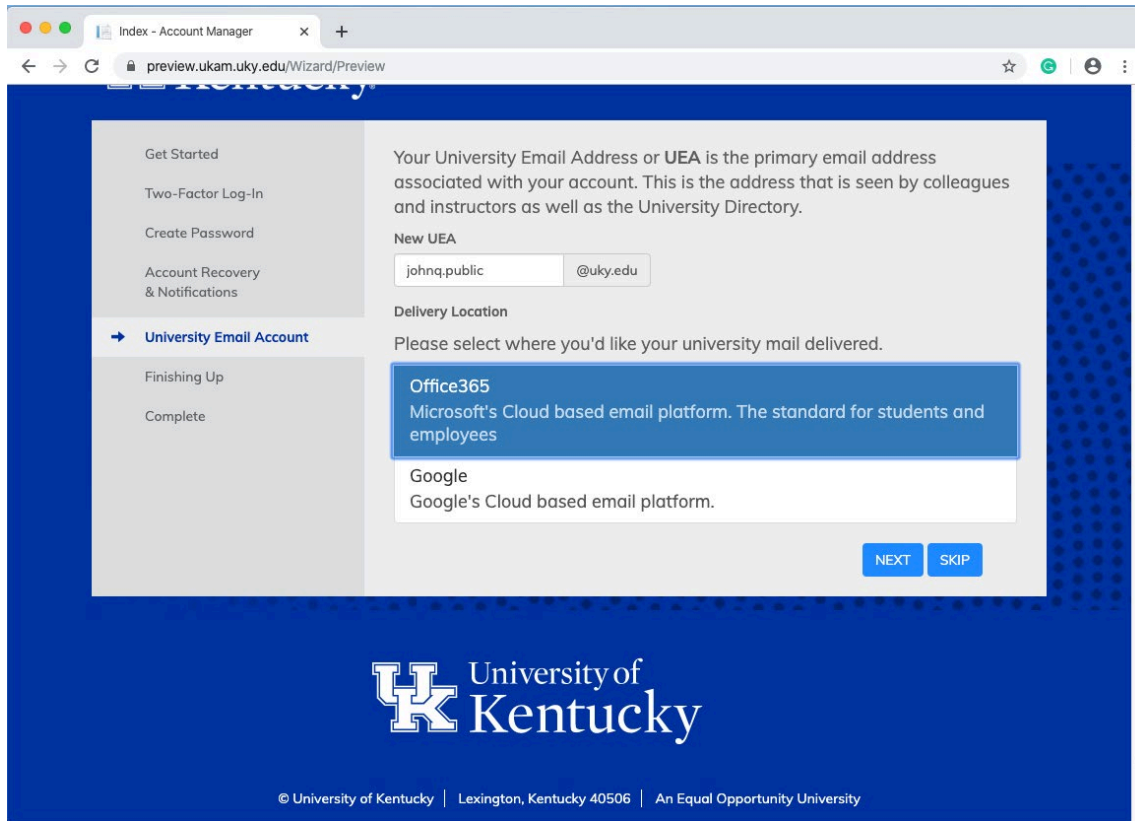


12. Next, you will set up your University Email Address (UEA). Your UEA is an easy to remember address which functions exactly like your <linkblue>@uky.edu email address does.
13. Create a UEA by clicking on the "New UEA" field. Be sure to follow the UEA requirements that appear when you click in the field to create your UEA.



14. After you create your UEA, select an email delivery location. This will determine the type of email account your University Email Address will deliver to and where you will check your email. You can choose either Office 365 or Google. Once you've made a selection, click **Next**.

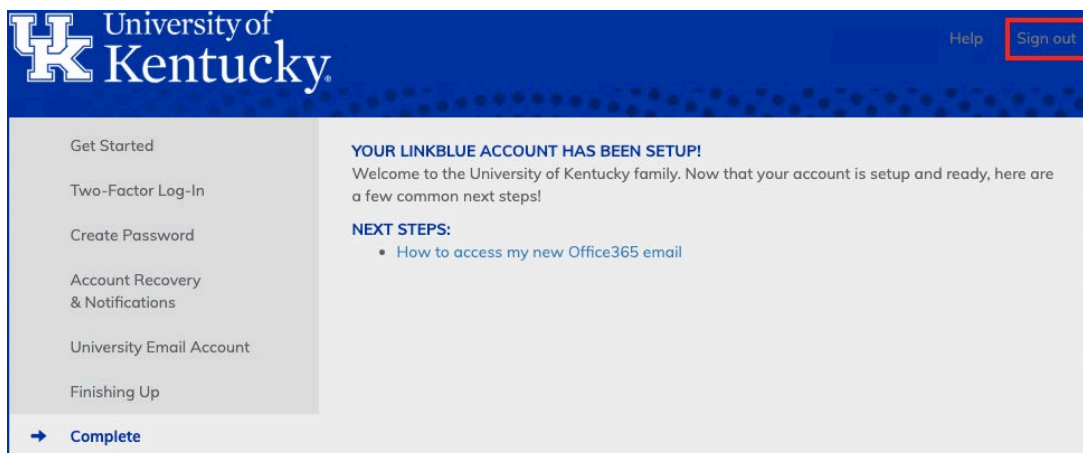
*Note: If you select Google as your intended delivery location, you will be required to set up a separate password for this account. This password is not the same as your linkblue account password. Your Google password does not sync with your linkblue password.*



15. Your linkblue account will now be activated. Once activated, you can sign in to the University of Kentucky Account Manager by visiting [ukam.uky.edu](http://ukam.uky.edu) and other University of Kentucky systems such as [myUK](http://myUK).

*Note: It may take up to 20 minutes for your mailbox to become available once your account has been activated.*

Click **Sign out** to exit the Setup Wizard.



For questions, please contact ITS Customer Services:

859-218-HELP (4357)

[218help@uky.edu](mailto:218help@uky.edu)