


How Do I Activate My Live@edu Account – Quick Reference

1. Login to SCOTS




Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.
When you are finished, please Exit and close your browser to protect your privacy.

User ID: @01234567
PIN: *****

Login Forgot PIN?

2. Click on the Personal Information Tab and then Click on the red “View Live@edu Information” link.




Personal Information Student Services & Financial Aid

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Change PIN
Change Security Question
View Address(es) and Phone(s)
View Emergency Contacts
Name Change Information
Social Security Number Change Information
Answer a Survey
View Live@edu Information
View Live@edu Information

3. Your username is your email address and your initial password is listed here. Write it down and click on the “login to Live@edu” link.



Personal Information Student Services & Financial Aid

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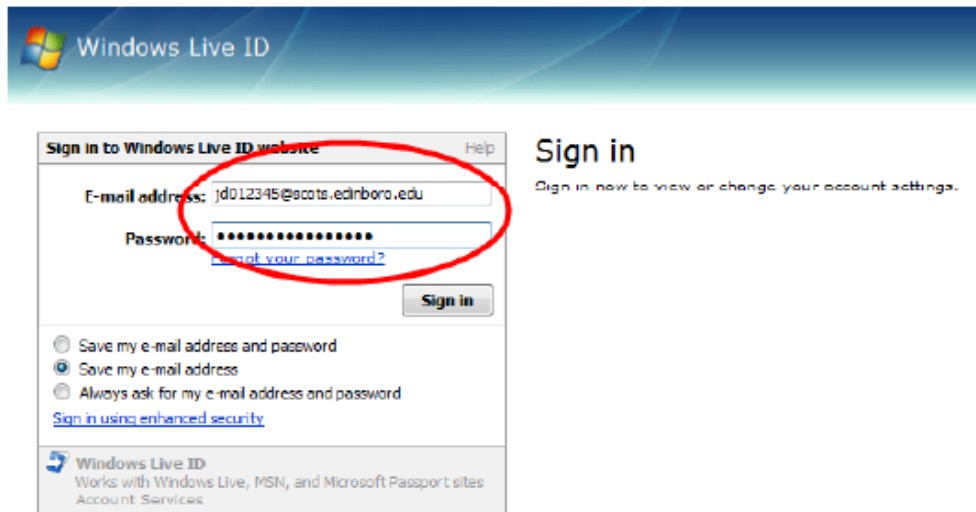
Account Information

Username	Password	Email	Site
jd012345@scots.edinboro.edu	Ud251288		login to Live@edu

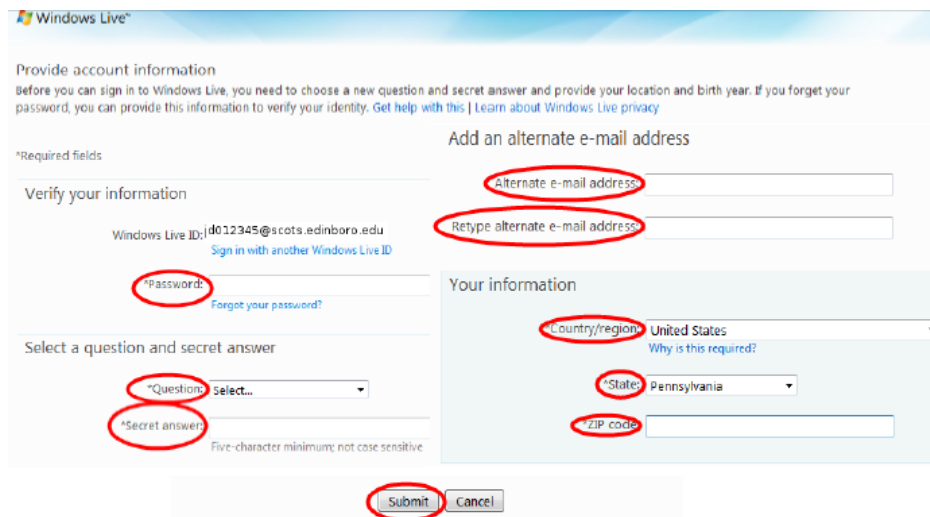
[View Live@edu Information]

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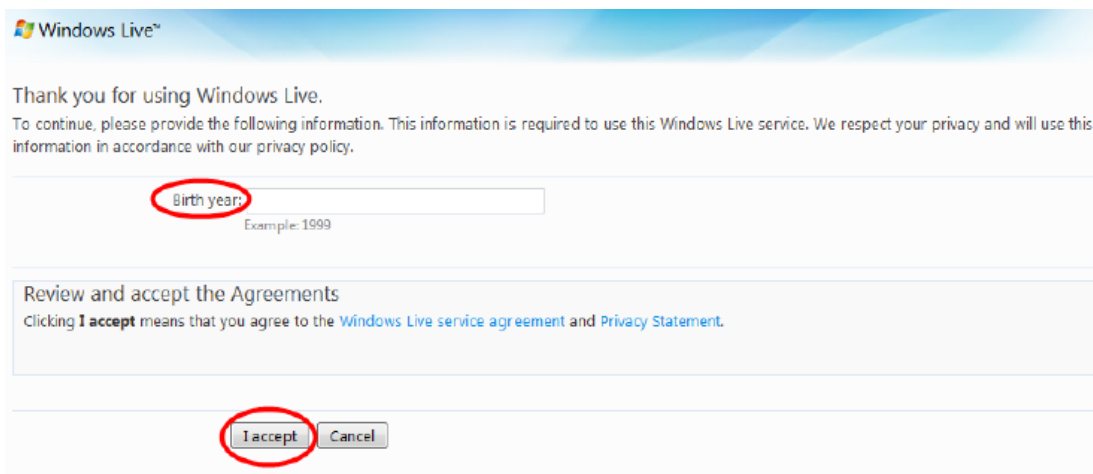
4. This will bring you to <http://login.live.com> - login with your email address and initial password from step 3 above and click on the “Sign In” button.



5. Enter in your initial password again, answer a secret question, provide an alternate email address (optional) and your country, state and zip. Click “Submit”



6. Enter your birth year only and click on the “I Accept” button



Congratulations you have just activated your Live@edu account. Please remember to change your password by clicking on the “Change” link under the Password reset information area. To access your mail, click on the “Mail” tab at the top of the Windows Live page.