

How Do I Access My Live Account For The First Time?

1. Log into 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:

PIN:

Login

Forgot PIN?

RELEASE: 8.2

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2. Click on Personal Information.



Personal Information Student Services & Financial Aid

Search

[SITE MAP](#) [HEL](#)

Welcome, **Joe Smith**, to the Edinboro Information System! Last web access on Jul 01, 2010 at 12:43 pm



Student Services & Financial Aid

Complete an application for admissions; Register for classes; Display your class schedule; View your holds; Display your grades & transcripts; Review Financial Aid requirements & awards.



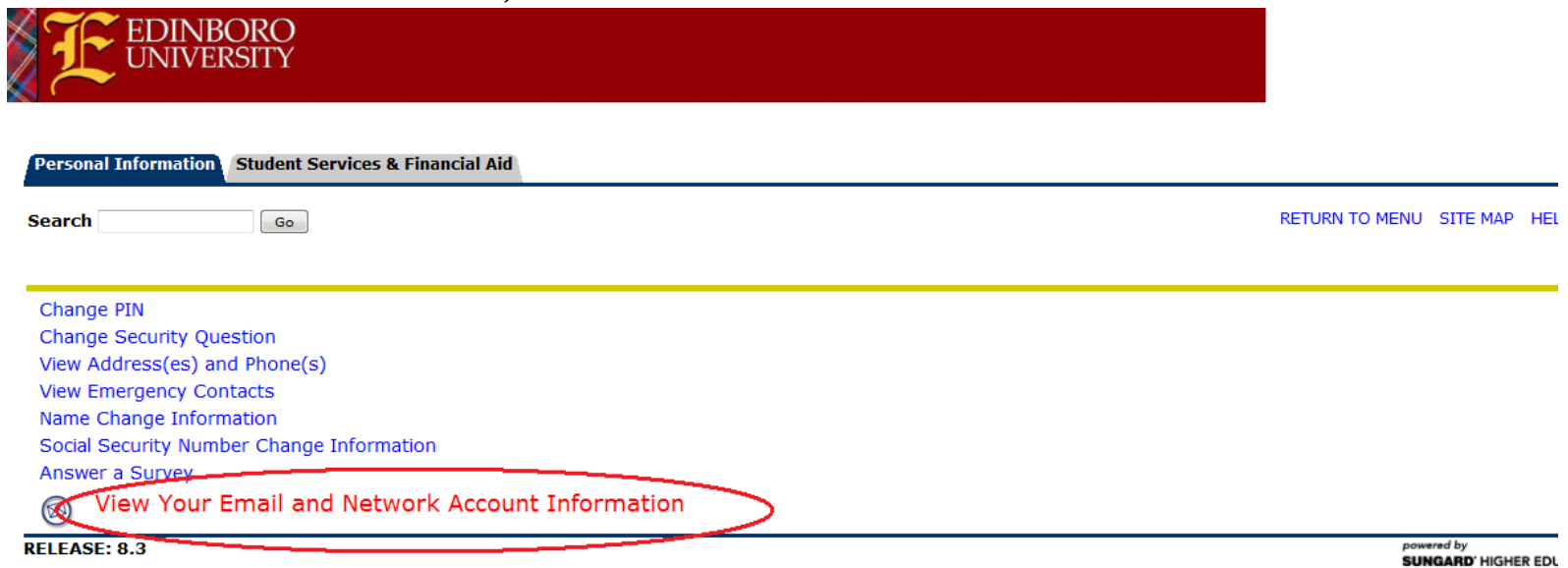
Personal Information

View or Update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; View name change & social security number change information; Change your PIN. Customize your directory profile.

RELEASE: 8.3

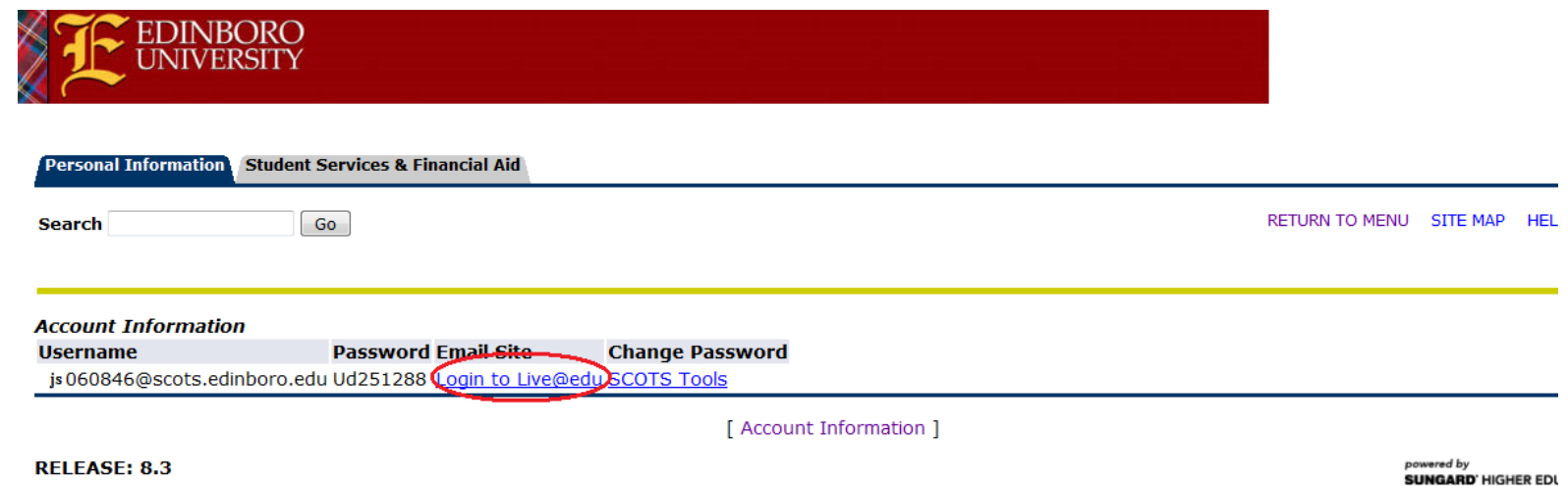
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3. Click View Your Email and Network Account Information, in red.



The screenshot shows the Edinboro University website header with the logo and navigation tabs for 'Personal Information' and 'Student Services & Financial Aid'. A search bar is present. Below the navigation, a list of account management options is displayed. The option 'View Your Email and Network Account Information' is highlighted with a red oval. Other options include 'Change PIN', 'Change Security Question', 'View Address(es) and Phone(s)', 'View Emergency Contacts', 'Name Change Information', and 'Social Security Number Change Information'. The page footer includes 'RELEASE: 8.3' and 'powered by SUNGARD HIGHER EDL'.

4. Here is your new email address and a password for you to use to login. Once you view this information and write it down, click on the link to login. There is also a link to change your network password.

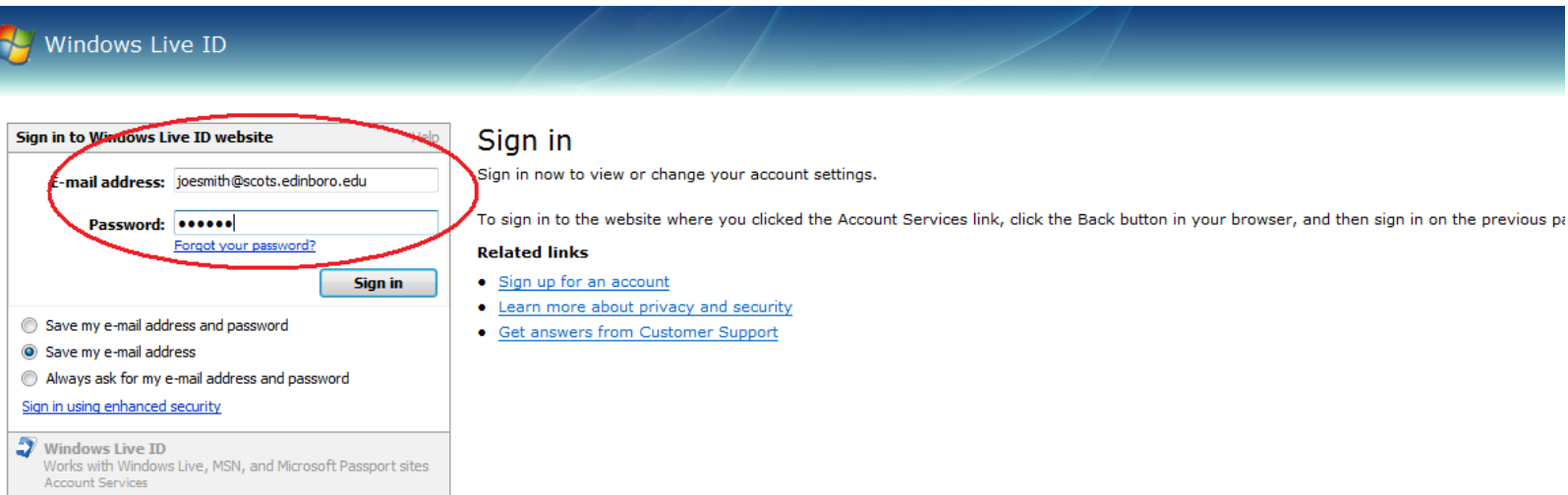


The screenshot shows the Edinboro University website header with the logo and navigation tabs for 'Personal Information' and 'Student Services & Financial Aid'. A search bar is present. Below the navigation, the 'Account Information' section is displayed. It contains a table with the following data:

Username	Password	Email	Site	Change Password
js060846@scots.edinboro.edu	Ud251288	Login to Live@edu	SCOTS Tools	

The link 'Login to Live@edu' is highlighted with a red oval. The page footer includes 'RELEASE: 8.3' and 'powered by SUNGARD HIGHER EDL'.

5. Login using your new email address and the password that was provided for you.



Windows Live ID

Sign in to Windows Live ID website

E-mail address:

Password:

[Forgot your password?](#)

Save my e-mail address and password

Save my e-mail address

Always ask for my e-mail address and password

[Sign in using enhanced security](#)

Windows Live ID
Works with Windows Live, MSN, and Microsoft Passport sites
Account Services

Sign in

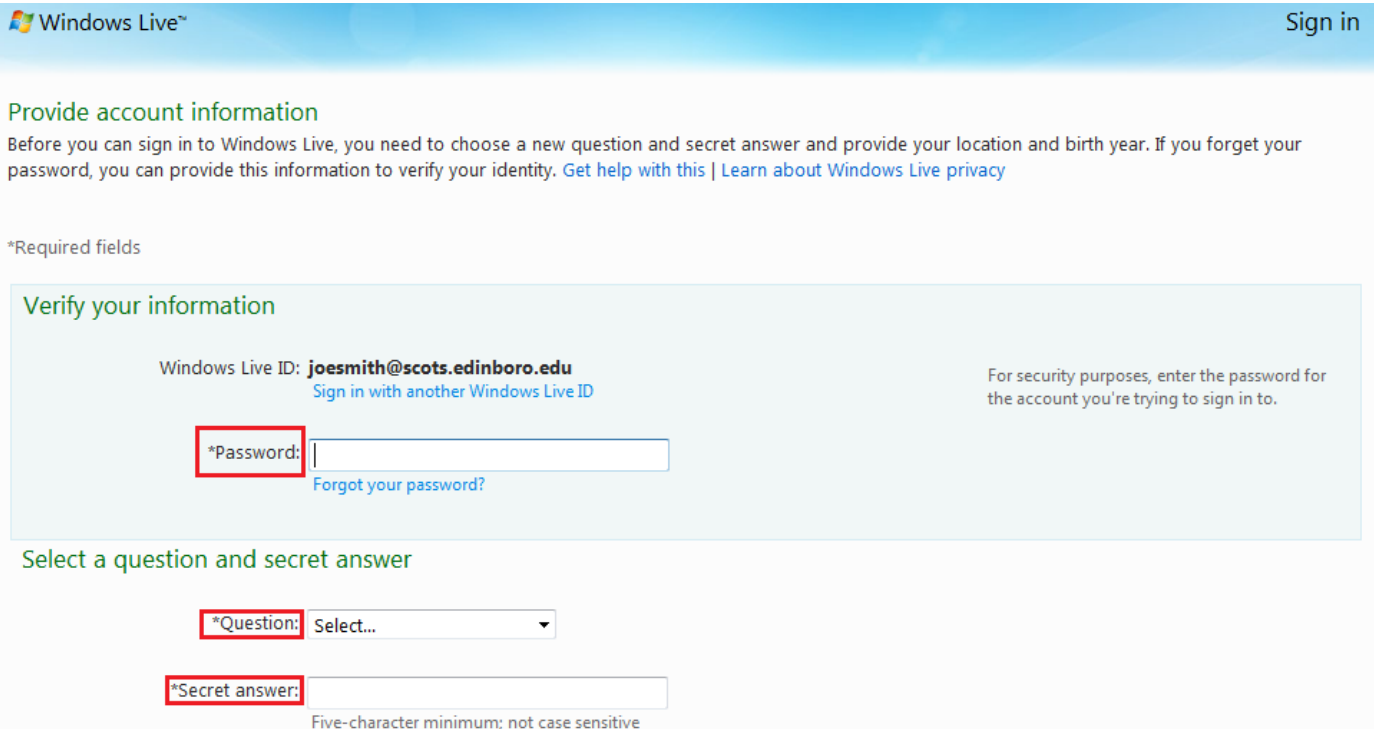
Sign in now to view or change your account settings.

To sign in to the website where you clicked the Account Services link, click the Back button in your browser, and then sign in on the previous page.

Related links

- [Sign up for an account](#)
- [Learn more about privacy and security](#)
- [Get answers from Customer Support](#)

6. Enter your old password, select a question and secret answer, enter an alternate email address, and select your country, state and zip code. Then press submit.



Windows Live™ Sign in

Provide account information

Before you can sign in to Windows Live, you need to choose a new question and secret answer and provide your location and birth year. If you forget your password, you can provide this information to verify your identity. [Get help with this](#) | [Learn about Windows Live privacy](#)

*Required fields

Verify your information

Windows Live ID: **joesmith@scots.edinboro.edu**
[Sign in with another Windows Live ID](#)

For security purposes, enter the password for the account you're trying to sign in to.

*Password:

[Forgot your password?](#)

Select a question and secret answer

*Question:

*Secret answer:

Five-character minimum; not case sensitive

Select a question and secret answer

*Question:

*Secret answer:
Five-character minimum; not case sensitive

We can use your secret answer to verify your identity if you forget your password. [Get help with this](#)

Add an alternate e-mail address

Alternate e-mail address:

Retype alternate e-mail address:

Your information

*Country/region:
[Why is this required?](#)

*State:

*ZIP code:

7. Next enter your year of birth and press, I accept.

Windows Live™

Thank you for using Windows Live.

To continue, please provide the following information. This information is required to use this Windows Live service. We respect your privacy and will use this information in accordance with our privacy policy.

Birth year:
Example: 1999

Review and accept the Agreements

Clicking **I accept** means that you agree to the [Windows Live service agreement](#) and [Privacy Statement](#).

8. Now you are at the account screen. Click Hotmail to go to your inbox.

Account overview

Account Information

Windows Live ID: joesmith@scots.edinboro.edu	
Unique ID: 000340019770C84C	
Name: Not specified	Add
Registered since: June 23, 2010	
Country/region: United States	Change
Birth date: 1988	Change
Password: *****	Change

Mobile sign-in

Mobile number: Not specified	Add
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Password reset information

Adding all of the information helps make your account more secure.

Question: Name of first pet	Change
Alternate e-mail address: velvetears4254@yahoo.com	Change

9. Next it will ask you to select a language, time zone, and select low vision and blind experience if needed.

Microsoft®
Outlook® Web App

If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web App for this and all subsequent sessions. After you sign in, you can modify this choice at any time using Options.

Use the blind and low vision experience

Choose the language you want to use.

Language: English (United States) ▼

Time zone: (GMT-05:00) Eastern Time (US & Canada) ▼

By clicking "OK" below, you acknowledge and agree that your organization's domain administrator may access your account and its content and may suspend, terminate, or modify your account.

OK

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