

## Activate your UTS email account

Follow the below steps. Please note, you can only activate your UTS email once.

1. Click [www.uts.edu.au/email](http://www.uts.edu.au/email) then click "Account Activation" on the left menu.

UTS

- UTS Webmail
- **Account activation**
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- Mailing lists
- Student email
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### UTS WEBMAIL

Current Student & Alumni	Staff
Please enter UTS id number: <input type="text"/> <input type="submit" value="Submit"/>	<b>Username:</b> Your UTS email address (Do not use your id number) <b>Password:</b> Your normal UTS password. <input type="button" value="Staff Webmail"/>

If you are unable to log in to mail with your current UTS password or you don't know your password, your UTS password will need to be changed.

Please change your password and **wait 10 minutes** before attempting to log in again.

[Forgotten Password](#)

[Reset Password](#)

2. Enter your
  - Student Number (found in your offer letter)
  - Given Name (First Name)
  - Surname (Last Name)
  - Date of Birth (dd/mm/yy)

Click **Continue**

UTS

### UTS: MyAccount

Please identify yourself to the system. The names entered must match your official UTS enrolment.

**Please note:** You can only activate your account **once**.  
If you have already activated your account, you may use [MyAccount](#) to change your password instead of re-activating your account.

Your UTS Student (or Staff) Number:

Your Given Name:

Your Family Name:

Your Date of Birth (dd/mm/yy):

**Please note:** You will now be directed to set your Security Questions:

Please select your security questions wisely and make sure they are easily remembered. If you forget the answers to your questions you may be required to provide photo identification at one of the IT Support Centres in order to have your password reset.

*Please contact the [IT Support Centre](#) if you are having difficulties activating your UTS Access Account.*

3. **Read the UTS IT Security Policies and tick all the boxes**

**UTS: MyAccount**

The use of any of UTS IT facilities is governed by several policies. agree to these policies shown below before you can activate your agreement by marking the box beside each policy or statement.

- I have read and agree to abide by the UTS Email Policy.  
[\[Show below\]](#) [\[Show in new window\]](#)
- I understand I will be held responsible for all actions performed
- I have read and agree to abide by the UTS IT Security Policy.  
[\[Show below\]](#) [\[Show in new window\]](#)
- I will not breach Australian Copyright law using UTS Facilities or UTS (e.g. Illegal music downloads, plagiarism etc).
- I have read and agree to abide by the UTS Acceptable Use of  
[\[Show below\]](#) [\[Show in new window\]](#)
- I will not disclose my password to anyone and will log out of my

4. **Select three secret questions and enter the answers**  
Click **Set Security Questions** to continue

**Question 1**  
What is your favourite sport?

Type the answer to your security question here:  
Soccer

**Question 2**  
What is your favourite animal?

Type the answer to your security question here:  
Koala

**Question 3**  
What is your favourite food?

Type the answer to your security question here:  
Thai

5. **Enter your password in both boxes then click Set Password to finish.**

**Your User ID (username):**

Enter your new password:

Re-enter your new password:

Your UTS email account is now activated.