

How to Activate Your myUTTyler Account.

1. You should have an email from our UT Tyler Admissions team with information over activating your Patriots email account. Start by opening this email and reading through the activation steps. Keep the email open, you will need it to copy the password. I recommend you look up your student ID number from your applicant portal as this item will also be needed to complete the activation process.

to me ▾

Jewell,

The following email contains important instructions for establishing your myUTTyler account. myUTTyler is an important tool you will use throughout your experience here at UT Tyler. It is also where your Patriot email account is located. You should check your Patriot Email account often as all notices about financial aid, billing, registration and other important information will only be sent to your Patriot Email account.

Steps to Activate your myUTTyler Account

Step 1: Navigate to my.uttyler.edu

Step 2: Click on the *Applicant Sign In* tile. You will be taken to a sign in screen where you will use the temporary credentials provided.

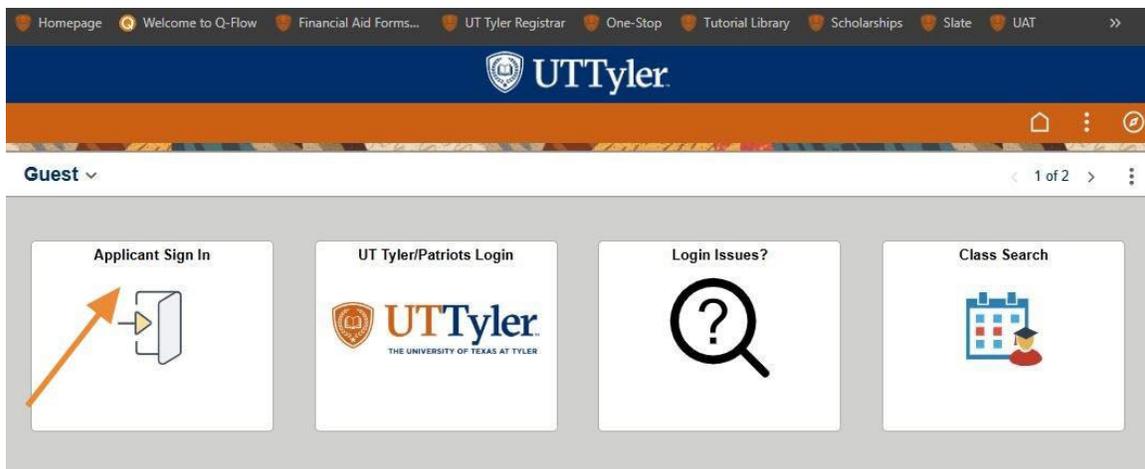
Username: Your individual student ID number provided in your admissions letter.

Password: SKW4!

Step 3: Click on the *Patriot Activation* tile and enter the credentials above to sign in.

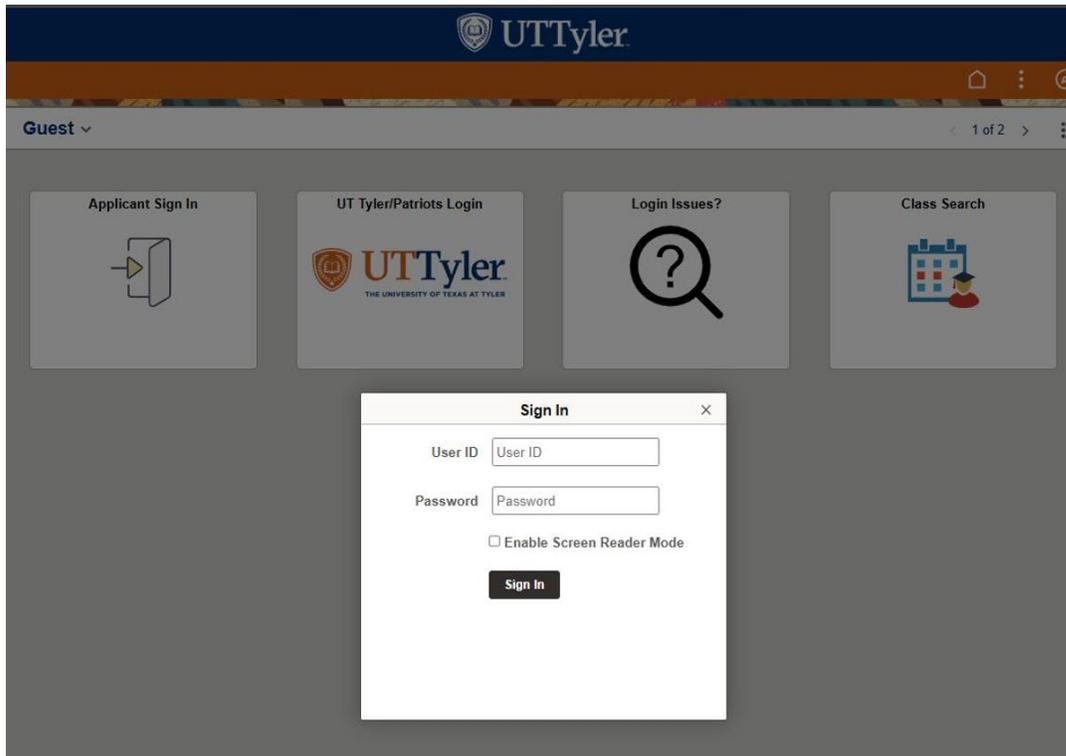
Step 4: Follow the instructions on the screen to activate your Patriot email account. Once you have activated your account and reset your password, you will use these newly created credentials when signing on to your account.

2. Navigate to my.uttyler.edu
3. Select the 'Applicant Sign In' Tile. This will allow you to use your student ID number and temporary password to access the applicant side of myUTTyler.

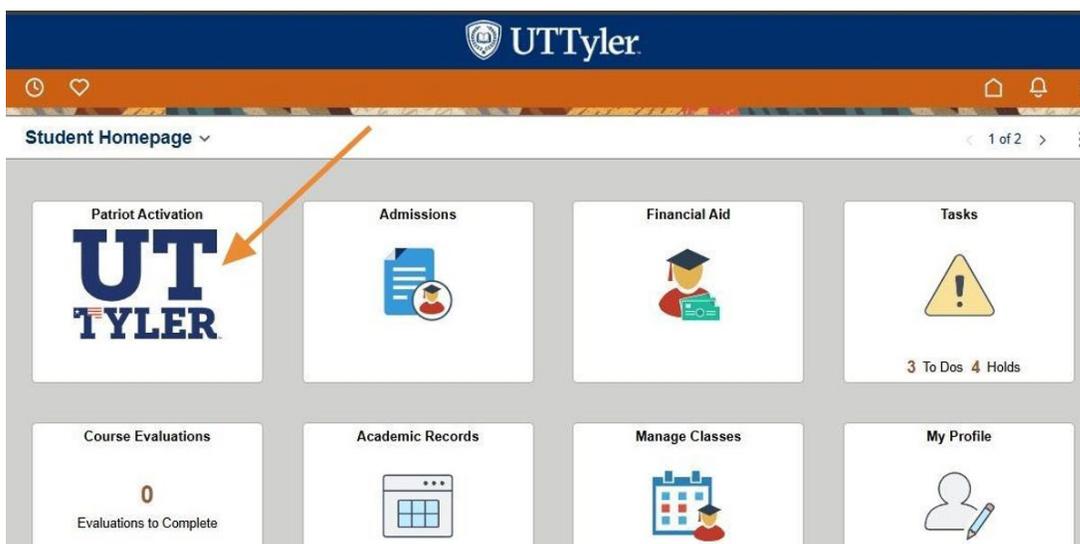


The screenshot shows the myUTTyler website interface. At the top, there is a navigation bar with links: Homepage, Welcome to Q-Flow, Financial Aid Forms..., UT Tyler Registrar, One-Stop, Tutorial Library, Scholarships, Slate, and UAT. Below this is the UT Tyler logo and name. The main content area shows a 'Guest' user profile and a navigation menu with four tiles: 'Applicant Sign In' (highlighted with an orange arrow), 'UT Tyler/Patriots Login', 'Login Issues?' (with a magnifying glass icon), and 'Class Search' (with a calendar icon).

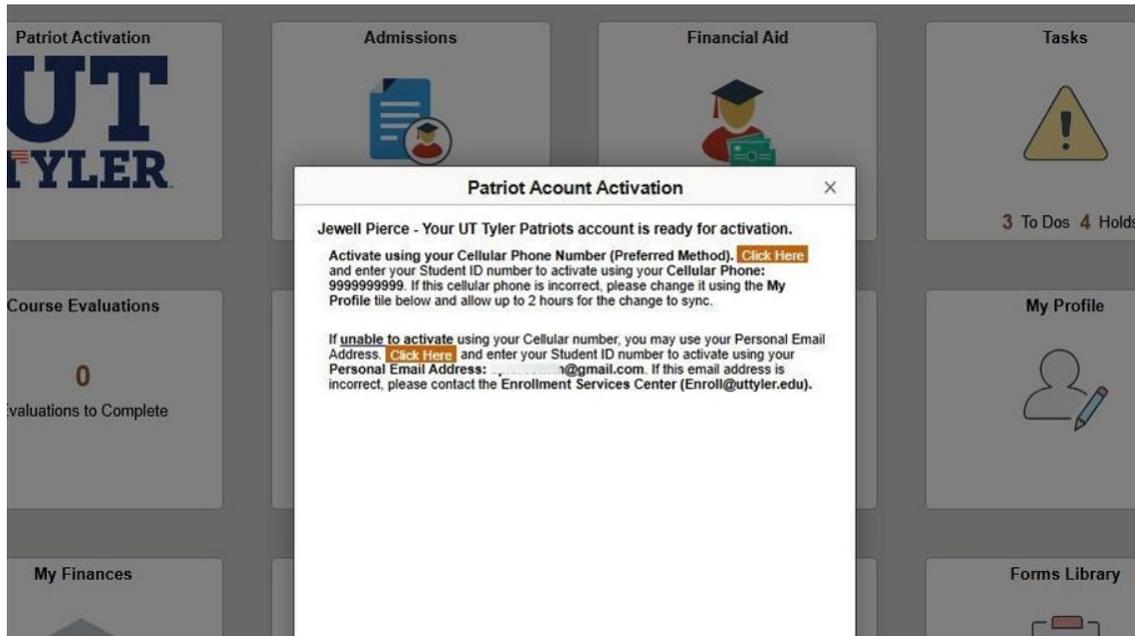
- In the User ID field, enter your 10 digit student ID number you received during the admissions process.
In the Password field, enter the temporary password from your Account Activation email.
Select 'Sign In'.



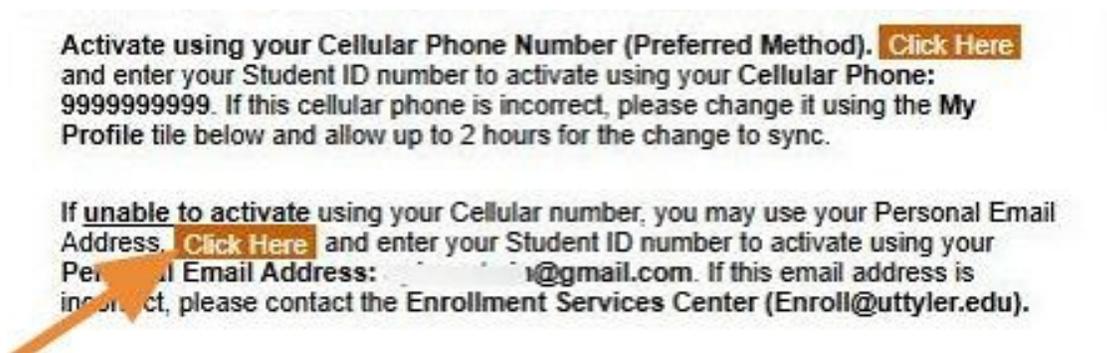
- You should now be inside the Applicant page of myUTTyler.edu. Select the tile that says Patriot Activation.



- You should now see a message on screen that reviews the activation options. You can activate via phone or email. I recommend email. If you notice that your phone number or email account are listed incorrectly, please send an email to enroll@uttyler.edu requesting these items be updated. Make sure to include a valid photo ID to verify your identity and your student ID number to locate your account. Once updated, it can take a few hours to sync to the account activate process.



- Under the email activation process, select the orange 'Click Here' option.



- This will open a password reset process. You should see an image on screen that says 'Forgot Password?'. A textbox displays for you to enter your Student ID number. Enter your 10 digit ID number and select the check box next to the statement 'I'm not a robot'. Then select 'Next'.

UT Tyler

1 Identify 2 Verify 3 Reset

Forgot password?

Enter your Student ID number *

CAPTCHA *

I'm not a robot

reCAPTCHA
Privacy · Terms

Next

- The next screen is simple a confirmation that the Student ID number you entered is correct. Please verify the ID number and then select 'Yes, this is me' before moving to the next page.

UT Tyler

1 Identify 2 Verify 3 Reset

Personal Data Verification

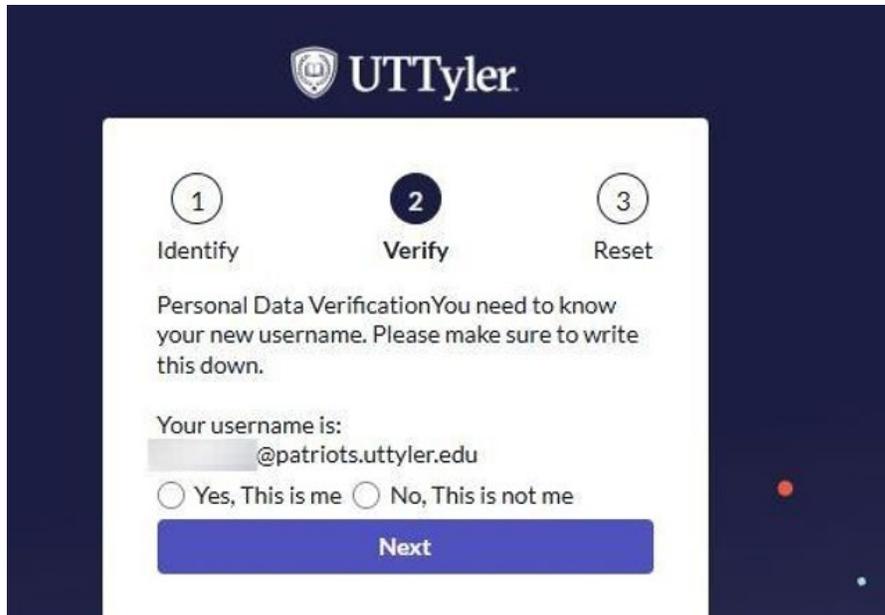
Please verify that this information is correct before proceeding:

The Student ID you entered was: 600

Yes, This is me No, This is not me

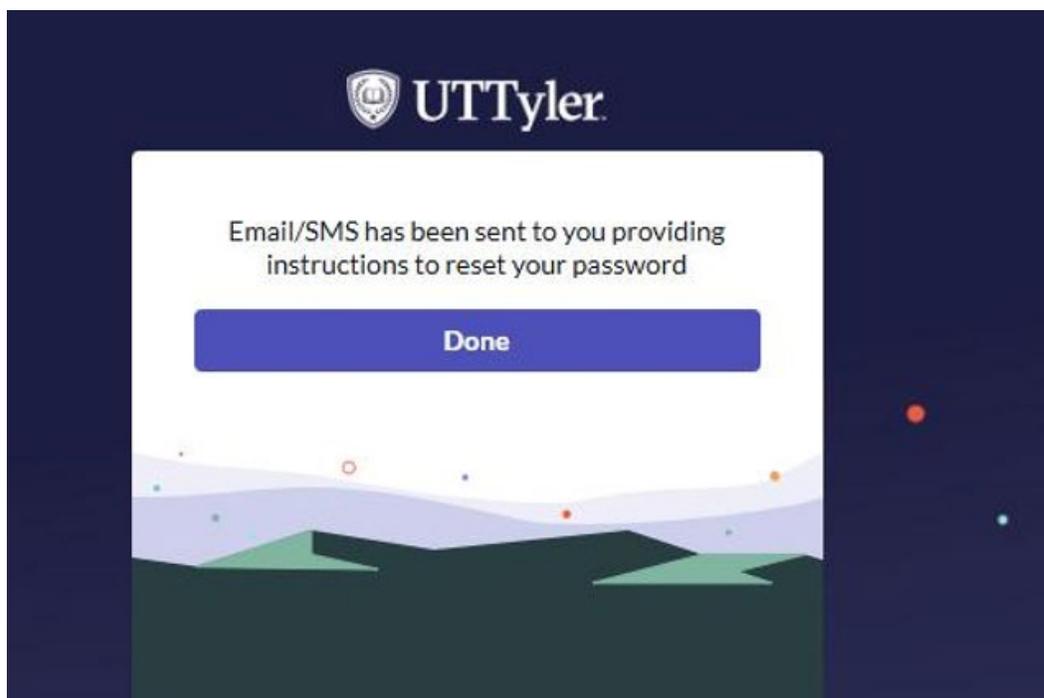
Next

10. The page will now update to show your Patriots email account as your new username in place of your student ID number. Please save this email information. You will use this email as your username for all UT Tyler accounts moving forward. Select 'Yes, this is me' and then 'Next'

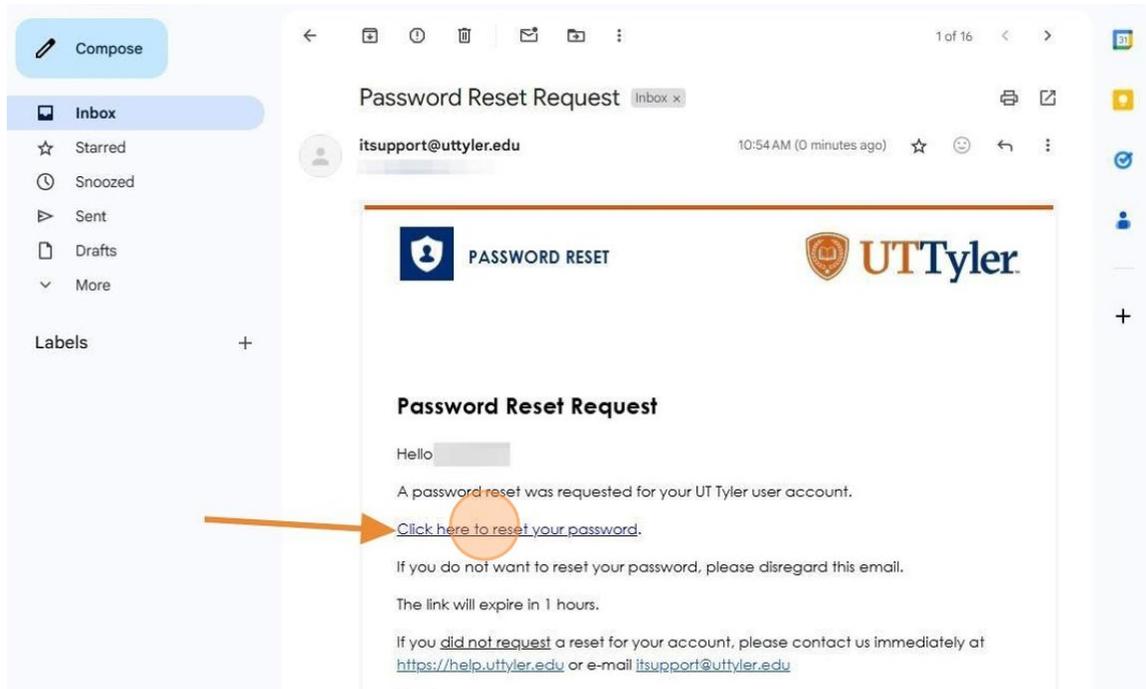


The screenshot shows the UT Tyler logo at the top. Below it, a progress indicator shows three steps: 1 Identify, 2 Verify (highlighted), and 3 Reset. The main text reads: "Personal Data Verification You need to know your new username. Please make sure to write this down." Below this, it says "Your username is:" followed by a text input field containing "@patriots.uttyler.edu". There are two radio button options: "Yes, This is me" (selected) and "No, This is not me". A blue "Next" button is at the bottom.

11. You should now see a message indicating that either an email or text message has been sent to you to provide additional instructions for the password reset process. You can close this page and login to your personal email account used during the admissions process.

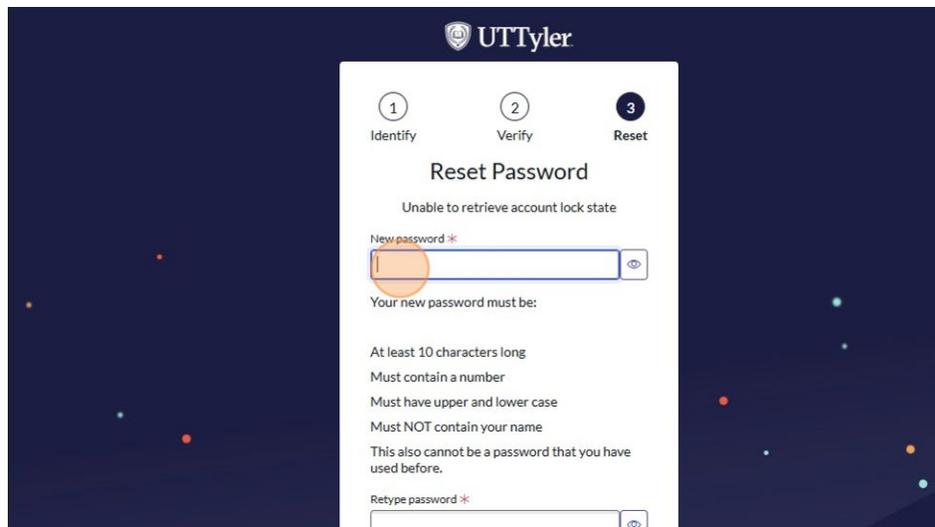


12. In your personal email account you should now have an email from IT Support. Open the email and select the blue link that says 'Click here to reset your password'.

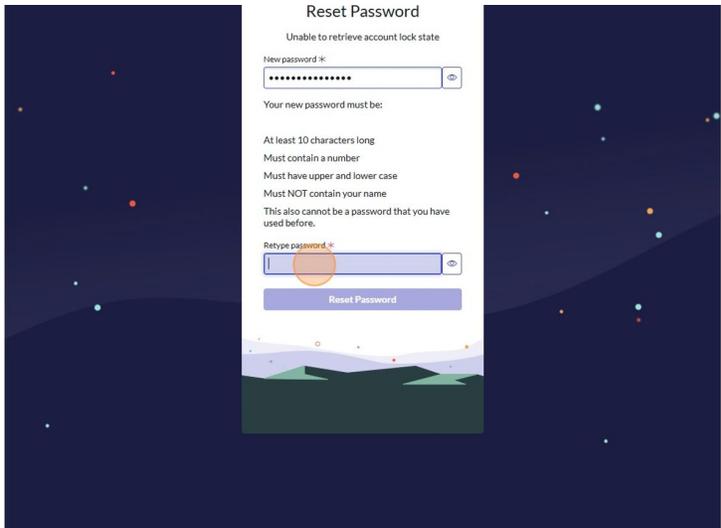


13. The link will bring you back into the UT Tyler Password Reset system and should start on the reset password step. If you are asked for a username first, remember to use your @patriots.uttyler.edu email now.

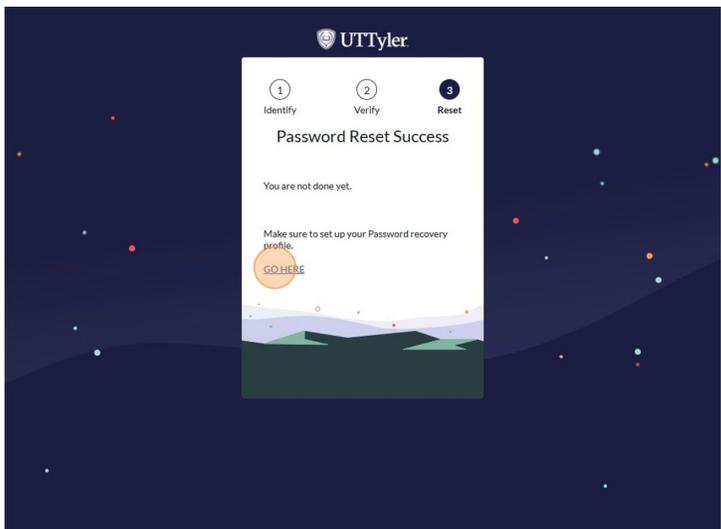
Set up a password on this page. Read all password criteria, as you fulfill the criteria you should see a green check mark appear next to each requirement.



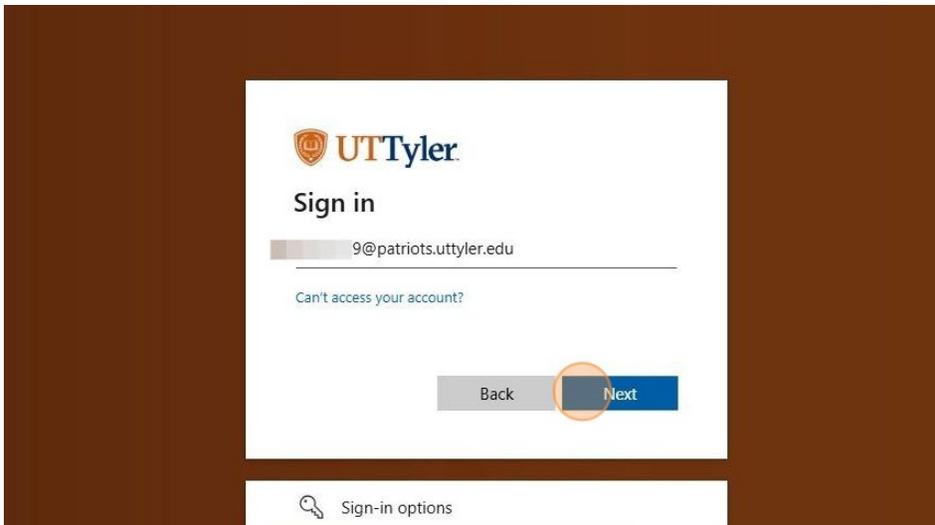
14. Make sure that your password matches in both textbox options on screen. Once you are ready, select 'Reset Password'.



15. You should now see a Password Reset Success Message. From here you can return to myUTTyler.edu to login on the UT Tyler Patriots Login tile or go ahead and set up a password recovery profile first. To move forward with the password recovery profile, select 'Go Here'

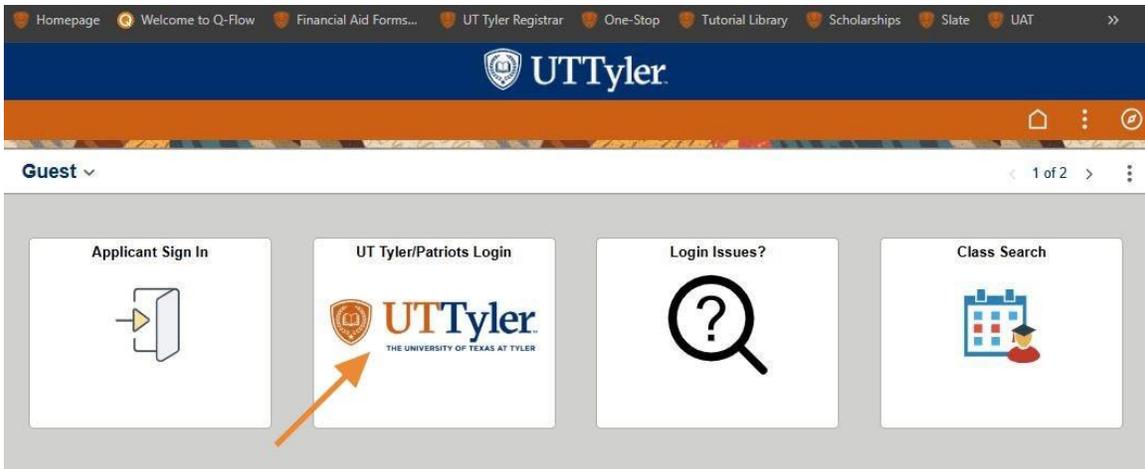


16. You may be asked to login again before accessing your password reset security questions. If so, remember to now use your @patriots.uttyler.edu email and the password you just set up.



17. There is a list of security questions you can choose from. Select 5 questions to answer. Do not repeat questions and make sure to select questions that are easy for you to remember. Answer each question in the allowable fields. Once you have answered all questions select 'Submit'.

18. Your account is now activated! You can return to my.utt Tyler.edu and this time, select the UT Tyler Patriots Login tile. You will use your @patriots.utt Tyler.edu email address and the password you just created to login.



19. You should now have full access to your myUTTyler account. I recommend reviewing the link in our Tutorial Library over the Student Homepage and tiles you know have access too. You can also access your @patriots email account by selecting the Important Links tile and then student email.

