



Online at PBA

Congratulations on your decision to pursue your education at Palm Beach Atlantic University. We want you to succeed. PBA supports your university experience with online services. These services include: the PBA public website at <http://www.pba.edu>, online services at <https://my.pba.edu>, your PBA email, and eCollege for online course work. eCollege access is available at <http://www.pbaonline.net>.

The purpose of this document is to give you **important information** to take full advantage of all of PBA's online resources. You only need your user information to get started.

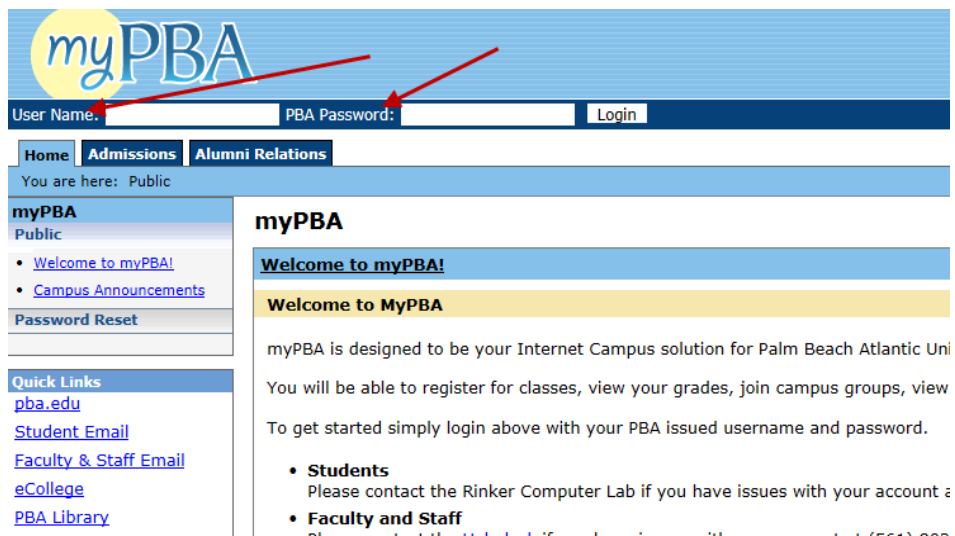
Your Logins and Passwords for Online Access



myPBA access provides many of the basic online services that you need. It is recommended that you make myPBA your homepage since it contains navigation links to your email, your grades, your schedule and much more. myPBA is available at <https://my.pba.edu>.

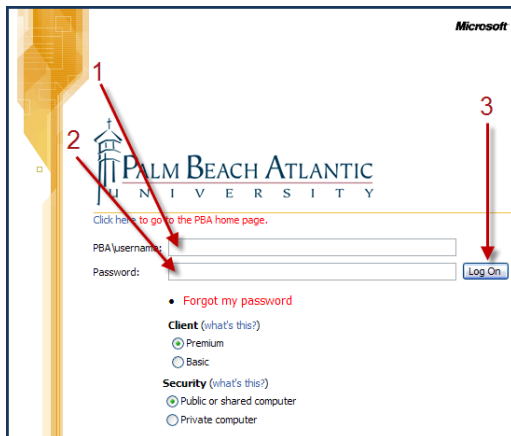
Your user name will likely be your last name and an initial. As part of your enrollment process, you will be provided with a user name and password. If you have problems with the myPBA user name or password, contact the Rinker Lab at **561-803-2095**.

Note: Every 90 days you will be prompted to update your password for continued access to myPBA.



The first time you log in to myPBA check the *New Students* tab for helpful information.

PBA Email



The user name and password to access your email are the same ones you use to access myPBA. You can access your email at <http://mail.pba.edu>.

To access your email:

1. Type your user name in the *PBA\username* box.
2. Type your password in the *Password* box.
3. Click the *Log On* button.

At your first login you will automatically be redirected to the *Reset Password Management System* page. **This setup is a one time process.**



Your PBA email is the only email that will be used for official correspondence and announcements.

Students who have issues with the myPBA user name or password should contact the Rinker Lab at 561-803-2095.

The Reset Password Management System

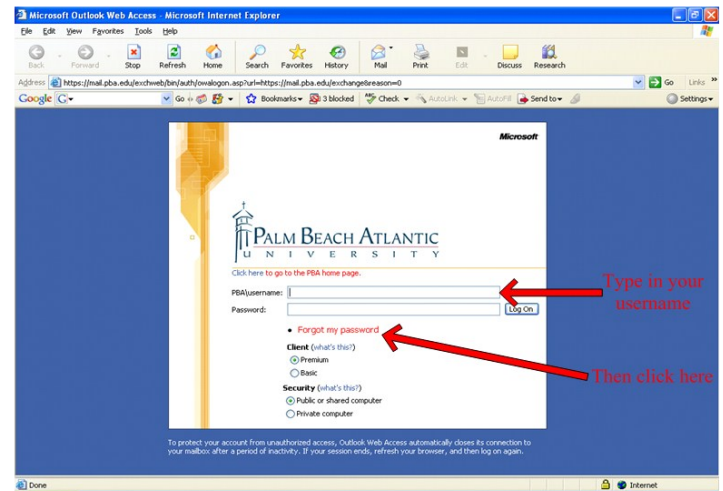
Forgot Your Password?

If you have forgotten your password, follow the procedure below.

Enter your user name (Required) and then click the *Forgot my Password* button.



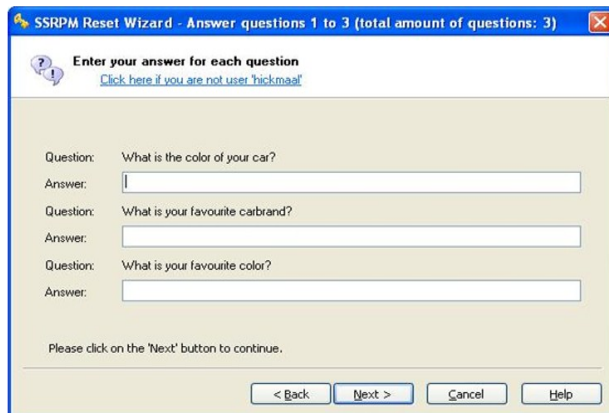
The image shows the Windows XP Log On screen. It has a blue header with the Windows XP logo and 'Microsoft Professional' text. Below the header, there are three input fields: 'User name:', 'Password:', and 'Log on to:'. The 'Log on to:' dropdown menu is set to 'PBA'. Below these fields are buttons for 'OK', 'Cancel', 'Shut Down...', and 'Options <<'. At the bottom, there is a yellow key icon and a message: 'If you've forgotten your password, click on the button below to reset your current password with the SSRPM Wizard.' Below this message is a button labeled 'Forgot my password...'. Red arrows point to the 'User name:' field with the text 'Type in your username' and to the 'Forgot my password...' button with the text 'Then click here'.



The image shows the Microsoft Outlook Web Access login page in a Microsoft Internet Explorer browser window. The browser's address bar shows the URL 'https://mail.pba.edu/exchweb/bin/auth/owa/login.asp?url=https://mail.pba.edu/exchweb/bin/auth/owa/login.asp'. The login page has a blue header with the 'PALM BEACH ATLANTIC UNIVERSITY' logo. Below the header, there are two input fields: 'PBAUsername:' and 'Password:'. To the right of the 'Password:' field is a 'Log On' button. Below the input fields, there are links for 'Forgot my password' and 'Client (what's this?)'. The 'Client' section has radio buttons for 'Premium' and 'Basic'. The 'Security' section has radio buttons for 'Public or shared computer' and 'Private computer'. Red arrows point to the 'PBAUsername:' field with the text 'Type in your username' and to the 'Forgot my password' link with the text 'Then click here'.

You will then be redirected to the *Reset Password Management System Wizard*.

The first step of the *Password Reset Wizard* asks that you confirm the three security questions chosen and answered in the *Password Management Enrollment Wizard*.



The image shows the 'SSRPM Reset Wizard - Answer questions 1 to 3' window. It has a blue title bar and a yellow question mark icon. The main area is titled 'Enter your answer for each question' and contains three questions with corresponding answer fields: 'What is the color of your car?', 'What is your favourite carbrand?', and 'What is your favourite color?'. Below the questions, there is a message: 'Please click on the 'Next' button to continue.' At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', and 'Help'.

1. Please type the answers to **all three security questions**.
2. Click the *Next* button.

The Reset Wizard will then prompt you to create a new password that meets the following security requirements:

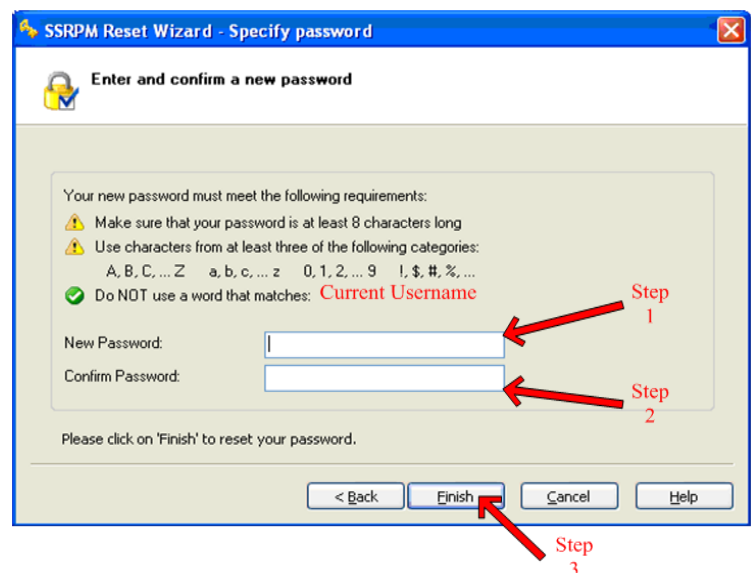
- Password must be at least 8 characters in length
- Password must contain characters from 3 out of the 4 following categories:
 - 1.Upper case letters
 - 2.Lower case letters
 - 3.Numbers
 - 4.Special characters
- Password cannot match your username.



Step 1: Enter your new password in the *New Password* box.

Step 2: Confirm the newly created password in the *Confirm Password* box.

Step 3: Click *Finish* to complete the reset process.



The image shows the 'SSRPM Reset Wizard - Specify password' window. It has a blue title bar and a yellow key icon. The main area is titled 'Enter and confirm a new password'. It contains a list of requirements for the new password: 'Your new password must meet the following requirements:'. The requirements are: 'Make sure that your password is at least 8 characters long', 'Use characters from at least three of the following categories: A, B, C, ..., Z a, b, c, ..., z 0, 1, 2, ..., 9 !, \$, #, %, ...', and 'Do NOT use a word that matches: Current Username'. Below the requirements, there are two input fields: 'New Password:' and 'Confirm Password:'. At the bottom, there are buttons for '< Back', 'Finish', 'Cancel', and 'Help'. Red arrows point to the 'New Password:' field with the text 'Step 1', to the 'Confirm Password:' field with the text 'Step 2', and to the 'Finish' button with the text 'Step 3'.

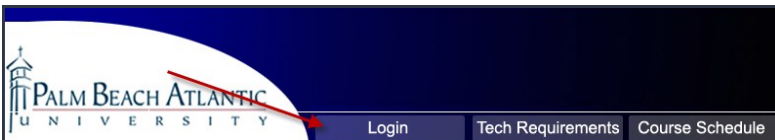
Your Logins and Passwords for Online Access



eCollege is the internet-based learning system used in many of your face-to-face classes and any online class that you take. Professors use eCollege to provide you with lessons, weekly grades, quizzes, or other materials.

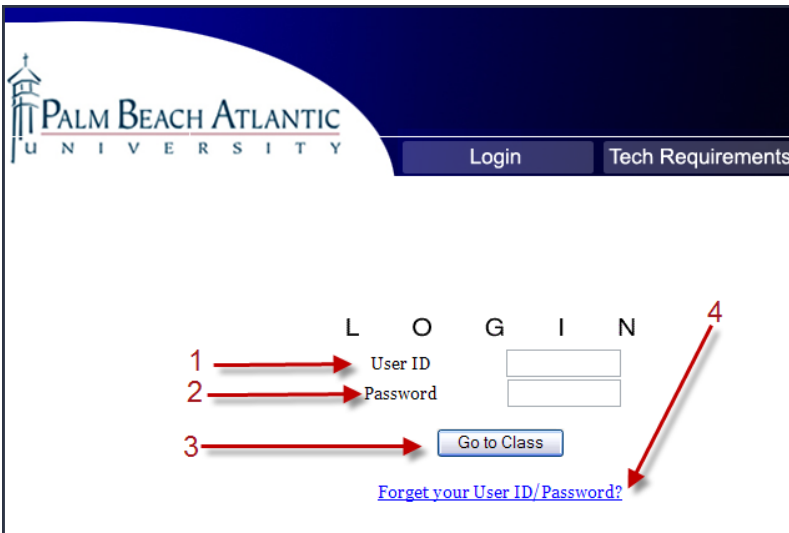
Your eCollege login that is different than your myPBA login.

- Your eCollege login is your 9-digit Student ID number
- The default password is pba (all lower case.)



To login to eCollege go to **<http://www.pbaonline.net>** and click the Login tab.

This will open a new screen.



1. Type your 9-digit Student ID number in the *User ID* box.
2. Type your password into the *Password* box.
3. Click the *Go to Class* button.
4. If you have problems logging in, click the *Forget your User ID/Password?* Link and follow the instructions.

Before logging in to eCollege, verify that your computer meets the requirements to use eCollege. To the right of the Login tab, you can see the link where the tech requirements are listed. If you have technical problems, eCollege has a 24-hour help desk available by calling **1-800-882-1806**.

If you do not have login access, contact the Office of Online learning at 561-803-2283

After you have successfully logged into eCollege, you can change your password by going to the *My Profile* page. You can access your courses by selecting *My Courses*.



For Your Information

There are links to both your PBA email and eCollege at the my.pba.edu website.



The Reset Password Management System

Getting Started

Follow the enrollment wizard steps below to gain access to your myPBA/PBA email accounts.

Remember that your password expires every 90 days and must be changed. Following these steps will help you in the event that your password has expired or you have forgotten your password. The enrollment wizard for the reset service will start automatically when you log in to your email account for the first time. This is a one-time process.

Please go to **<http://mail.pba.edu>** using the username and password that have been provided to you.

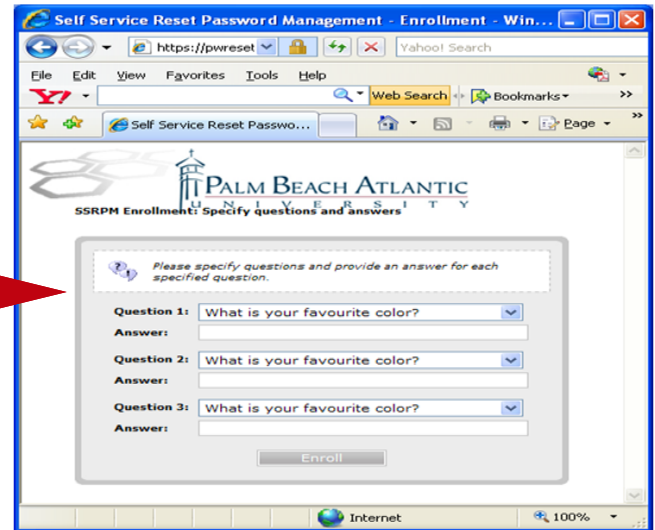
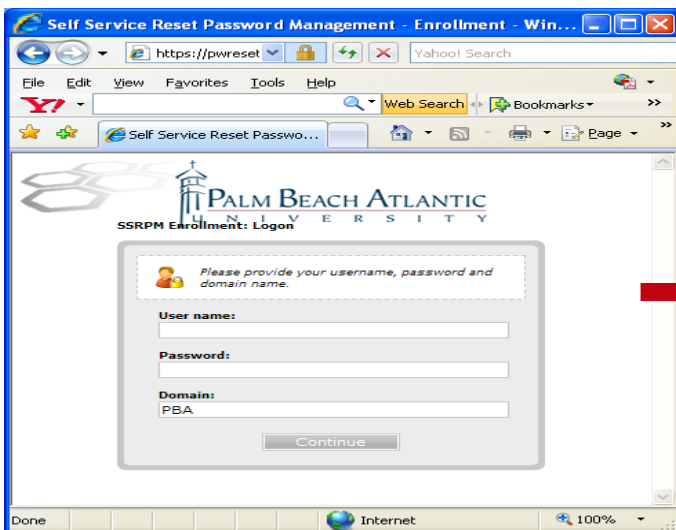
- 1) Type your username in the *PBA\user name* box
- 2) Type your password in the Password box.
- 3) Click on the log on button.

This will redirect you to the *Reset Password Management System* page the first time you log in.

Enter your User name and password and click the continue button.

The system will ask you to choose three unique security questions. Please select and enter answers in the spaces given.

Important note: Answers must be at least four characters long and contain a CAPITAL LETTER. Answers are **case sensitive**.



The screen below indicates that you have successfully enrolled into the Reset Password Management program. Now you will be able to use the PBA online email system.

