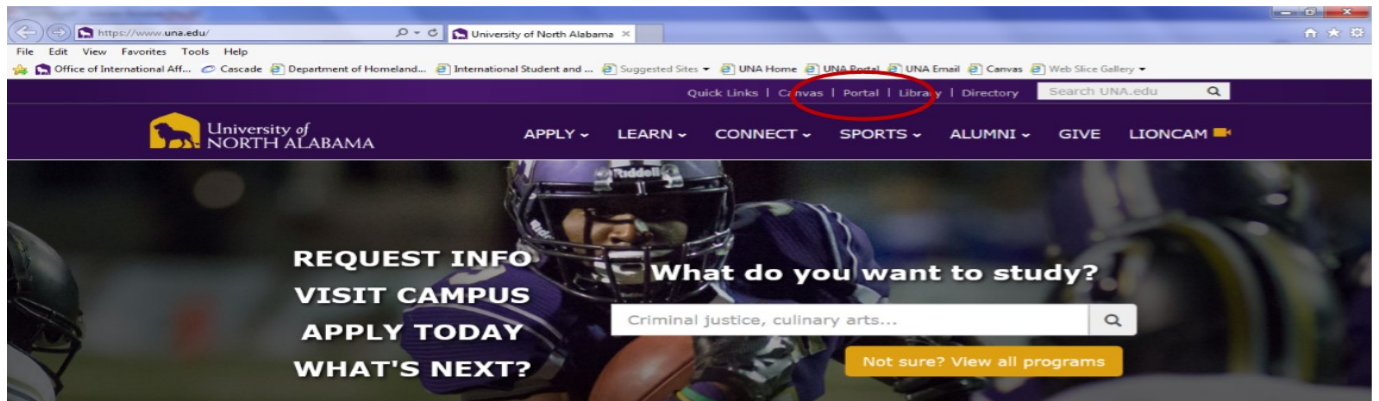


How to Access UNA Portal

Your new UNA email will be the official way of communication. UNA professors and staff will contact you through your UNA email. **Check your email daily!** Please log into UNA portal/email as soon as possible.

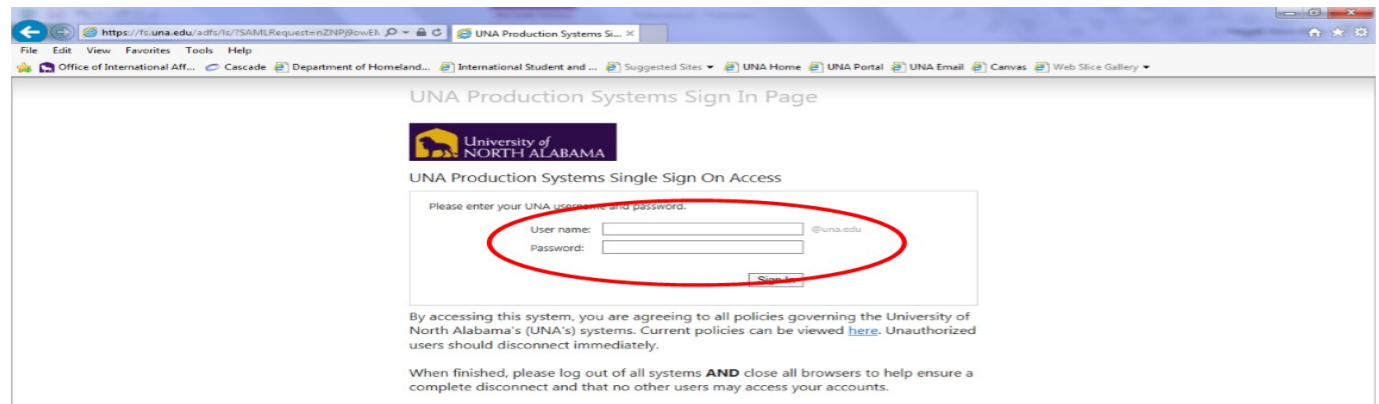
1. Go to the UNA homepage. <https://www.una.edu/>



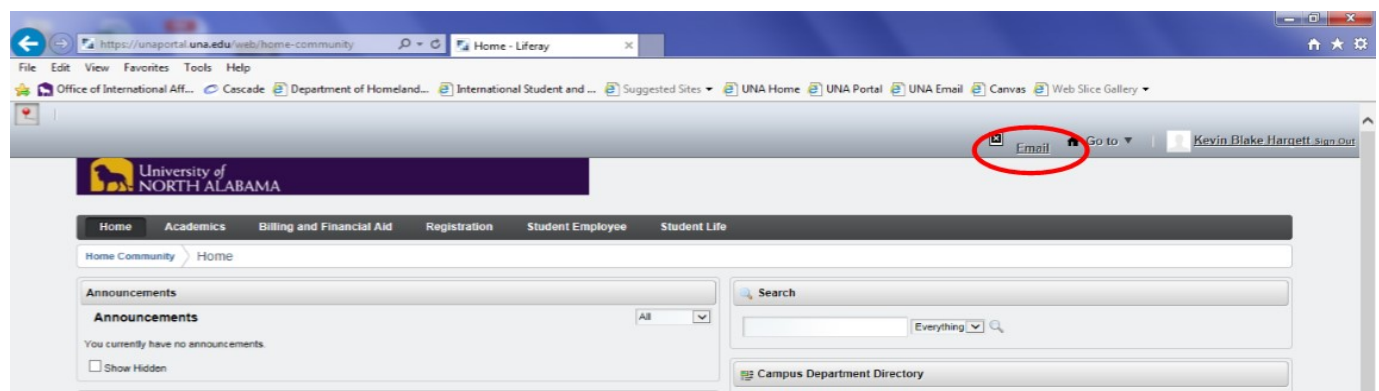
2. Log into UNA portal with your user name.

NOTE: User name is on your UNA acceptance letter; it is the first part of your UNA email address.

Your temporary password will be RoarLions!mmddyyyy where mmddyyyy = your 8 digit birthday. For example, if your birthday is April 2, 1995 your temporary password will be RoarLions!04021995.



3. Once you have logged into portal, select **E-mail** at the top right side of the page. You will be directed to your **UNA e-mail account** on **Outlook**. This is where you will receive all official communication from UNA.



4. Once you arrive, we will show you how to change your password for Portal/E-mail.