

Creighton University AMI Security Profile Instructions

Your security profile provides a method to reset your password without technical assistance from DoIT.

- 1) Please visit: <https://ami.creighton.edu>
- 2) Click the “**Login**” button on the left side of the page

The screenshot shows the top navigation bar with a "Log In >>" button on the left and a "Find A Person" search box on the right. Below the navigation bar is a "Menu" section with links for "Activate Account" and "Forgot your password?". The main content area is titled "Account Management Interface" and contains text explaining the AMI's purpose: "You can use AMI to search for employees or students at Creighton, manage your BLUE account, request guest access, and many other features!". It also lists downloadable phone books: "CUMC Phone Book [pdf]" and "Administrative Phone Book [pdf]".

- 3) Enter your NetID and BLUE password. Click “**Sign In!**”



The screenshot shows a login form with a note at the top: "Note: This is a login page for multiple applications and should NOT be bookmarked." Below the note is a blue header with the text "log on to AMI". The form contains two input fields: "Sign in with your NetID:" with the value "abc12345" and "and BLUE Password:". A blue "Sign In!" button is located below the password field, and a link for "Forgot your password?" is at the bottom.

- 4) Under “*Menu*” select “**Update Security Profile**”

The screenshot shows a "Menu" section with a list of options: "Change Blue Password", "Update Personal Info", "Manage Guests", "Update Security Profile", and "Sponsor A Guest".

- 5) Select your preferred security questions from the drop down menu, and provide answers for Questions 1, 2, and 3

Update Security Profile

Password Reset Info

Answer security questions that will be used if you ever forget your password and need to reset your account. Answers are not case sensitive. Fields marked with a * are required.

- * Question 1:
- * Answer 1:
- * Question 2:
- * Answer 2:
- * Question 3:
- * Answer 3:

You must enter at least an alternate (non-creighton) email address. A planned enhancement will include the ability to send reset info through text messages. If you wish to be able to take advantage of this, you may also enter in a mobile telephone number capable of receiving texts.

- * Enter alt Email:
- addr@domain.com Do you need an email account? Get free email from [Google](#), [Hotmail](#), or [Yahoo](#)
- Enter mobile number:
- 123-456-7890 Only US mobile phones are supported at this time

Update Information

- 6) Enter an alternate email address, i.e. yourname@gmail.com
- 7) Enter a cell number for text messages (optional)
- 8) Click **“Update Information”**
- 9) Logoff of AMI
- 10) Completely close your browser