

Creighton University AMI Account Activation Instructions

To begin using your NetID, you must first activate your account.

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

The screenshot shows the top of the AMI interface. On the left, there is a logo for 'AMI Account Management Interface' and a 'Menu' box containing 'Activate Account' and 'Forgot your password?'. On the right, there is the 'Creighton UNIVERSITY' logo and a search bar with a 'Search!' button. Below the search bar is a link that says 'How do I find someone?'. In the center, the heading 'Account Management Interface' is followed by a paragraph: 'You can use AMI to search for employees or students at Creighton, manage your BLUE account, request guest access, and many other features!'. Below this is another paragraph: 'You can also download the latest University phone books: CUMC Phone Book [pdf] Administrative Phone Book [pdf]'.

- 3) Enter your *NetID*, *One time password*, and *date of birth*. Click “**Verify**”

This screenshot shows the 'Activate Account' section of the AMI interface. It features a 'Menu' box on the left with 'Activate Account' and 'Forgot your password?'. On the right, there is a search bar and a 'Search!' button, with a link 'How do I find someone?' below it. The main heading is 'Activate Account'. Below it is a form titled 'Verify Personal Information' with three input fields: 'NetID:', 'One time password:', and 'DOB: (mm/dd/yyyy)'. The DOB field is split into three boxes for month, day, and year. A 'Verify' button is located at the bottom left of the form.

- 4) You are presented with the following page. Complete your security questions, add an external email address or a cell phone number (for self-service password help). Next, set your BLUE password, following the requirements listed here on the page. Click “Save”

Log In >>

Find A Person

Menu

Activate Account

Forgot your password?

Search!

[How do I find someone?](#)

Activate Account

Create Security Questions

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

Question 1: What band did you see at your first concert? ▾

Answer 1:

Question 2: What is the name of your best childhood friend? ▾

Answer 2:

Question 3: What was your childhood nickname? ▾

Answer 3:

Set reset confirmation contact

Enter at least one of the following: an alternate email (non-creighton) or a US mobile phone number capable of receiving text messages to receive confirmation code when resetting account

Enter alt Email:

Do you need an email account? Get free email from [Google](#), [Hotmail](#), or [Yahoo](#)

Enter mobile number:

Set BLUE Password

Enter the password you would like to use for your Blue login. The password must be at least 8 characters long and contain at least three of the four types of characters: Upper case letters, lower case letters, numbers, and special characters such as #,\$%&() Your password cannot contain any part of your name or NetID.

Enter password:

Confirm password:

save

- 5) Your account is now activated