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Introduction

At ABAC The Office of Technology Services aims to provide effortless access to technology and information. One way they do this is by providing a seamless way to access the various web portals you use at ABAC. Instead of having to remember web addresses and logins for the many sites you will use you only will need one "MyABAC". MyABAC is powered by Centrify an identity and access management solution

Objectives

The following objectives are covered in this training guide.

- Knowing how to access MyABAC
- Be familiar with the layout and ability to navigate the user interface (UI)
- Having the ability to add Apps
- Having the ability to configure apps
- Updating user’s password
- Know how to log off and secure your account

Prerequisites

The following list any requirements that are needed before you begin this training guide.

- Be issued your ABAC user name
- Have computer with Chrome or Firefox installed
Accessing MyABAC

To log on you will first need your ABAC user name. This should have been provided to you in your onboarding experience. Typically, your user name is your first initial followed by your last name. If you have a common last name you might have a number at the end of your user name. If you need assistance in locating your user name call Rena or Janet at ext. 5400 (Off Campus call 229-391-5258). You can also visit Technology Support in the Baldwin Library room 221. Once you have this information you can login "MyABAC" portal for the first time. Please note it is recommended to use Chrome or Firefox as your browser (the images in this guide will use Chrome).

To login go to the ABAC homepage [www.abac.edu](http://www.abac.edu) and click on **My ABAC**.

![ABAC homepage highlight MyABAC](image1)

This page will send you a new page where you will find resources for ABAC. The first box contains the link and info for MyABAC. Click the **MYABAC BADGE** to login to your MyABAC account.

![MyABAC resources Highlight MyABAC badge](image2)
You are now redirected to the sign-in page for MyABAC. Enter your ABAC email address in the **USER NAME** field and click **NEXT**.

![MyABAC sign-In page](image)

You will then be asked for your password. If this is your first-time logging in you will enter the temporary password that was given to you with your login name and then you will be asked to change your password. ABAC passwords must adhere to the USG password standards.

**USG PASSWORD STANDARDS**

- 11 or more characters in Length
- Must change every 180 Days
- May not use last 4 passwords
- Cannot use any part of username
- Must contain upper and lower-case letter, number and special character.
- EXAMPLE PASSWORD: GoSt@ll1ons

If no one has used Centrify on the computer you are using, you might be prompted to install the Centrify extension for chrome to use one or more of the apps.

![Install Centrify browser extension](image)
Follow the on-screen instructions to install the extension. When the extension finishes installing you will need to restart your browser for the extension to completely install.

Figure 5 - Extension install instructions

**Updating Password and Account Settings**

In an effort to keep your account secure, the University System of Georgia implements password policies for all Faculty, Staff and Students. These requirements are designed with best practice in mind and not just to keep your mind sharp by remembering new passwords every few months. When it is time to change your password, you will be prompted when logging in. Of course, you can change your password more frequently or simply at will through the MyABAC portal. Updating your password through the portal will update your password for your computer login, Office 365 and for MyABAC.

To update your password simply login to your MyABAC account and click on the **ACCOUNT** tab at the top of the page.

Figure 6 - Account tab highlighted

Here you can change your password. It is also a good idea to create a security question to allow you to reset a forgotten password.

Figure 7 - Password and Security Question highlight
While in the account tab you can also update your personal profile. Click **PERSONAL PROFILE** and then click **EDIT**

![Edit Personal Profile](image)

**Figure 8- Edit Personal Profile**

### Adding Apps

One thing that you will want to do in your MyABAC portal is add apps to allow login to various other ABAC resources. There are lots of apps both for internal and external resources. Each app is added the same way. However, some may need additional configuration.

To add an app, open your browser to the MyABAC portal and login. In the navigation banner, ensure you are in the **APPS** tab. Click the **ADD APPS** button to bring up the **APP CATALOG**.

![Adding Apps](image)

**Figure 9- Adding Apps**
The apps catalog has two tabs by default. It opens to the **RECOMMENDED** apps tab. Here you will find apps recommended by OTS including **ABAC Office 365 - Email**, **ADP Portal Login**, **D2L**, and many more. To add these apps simply click the **Add** button next to each app.

![App Catalog - ABAC Recommended Apps](image1.png)

You can use the **SEARCH** tab to explore other apps available in MyABAC.

![App Catalog - App Search](image2.png)
Configuring Apps

A good number of apps use ABAC credentials to log you in automatically, however, there are a few apps that will need some configuration first. In general, I have found that apps beginning with ABAC in their name use MyABAC credentials.

To configure other apps added to MyABAC, simply hover over the app to highlight the app and click the **Gear Icon** in the lower right corner to access the **Application Settings**.

Configuring the app to log you into the site is now as simple as entering your **User Name** and **Password** one time in the box provided. When finished click **Save**.

![Figure 12- Application Gear icon](image)

![Figure 13- Application Settings](image)
Logging Out

Because MyABAC keeps all your logins, it is critical that you logoff to end your session, especially when using public computers.

To log off, click on your ACCOUNT NAME to bring up a drop-down menu and select **SIGN OUT**.

![Figure 14- Sign Out](image)

Support Contacts

At ABAC our goal is to provide you with the tools and resources you need to educate your students. If you need additional support or training please contact us.

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<thead>
<tr>
<th>ABAC Faculty Support</th>
<th>ABAC Student and Faculty Help Desk</th>
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<tr>
<td>Chris Daniels, Educational Technologist</td>
<td>Office of Technical Services</td>
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<tr>
<td>Baldwin Library 208</td>
<td>Baldwin Library 221</td>
</tr>
<tr>
<td>229-391-5258</td>
<td>229-391-5400</td>
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<tr>
<td><a href="mailto:cdaniels@abac.edu">cdaniels@abac.edu</a></td>
<td><a href="mailto:TechSupport@abac.edu">TechSupport@abac.edu</a></td>
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