

# Student Accounts



Email account



Portal account



Blackboard account

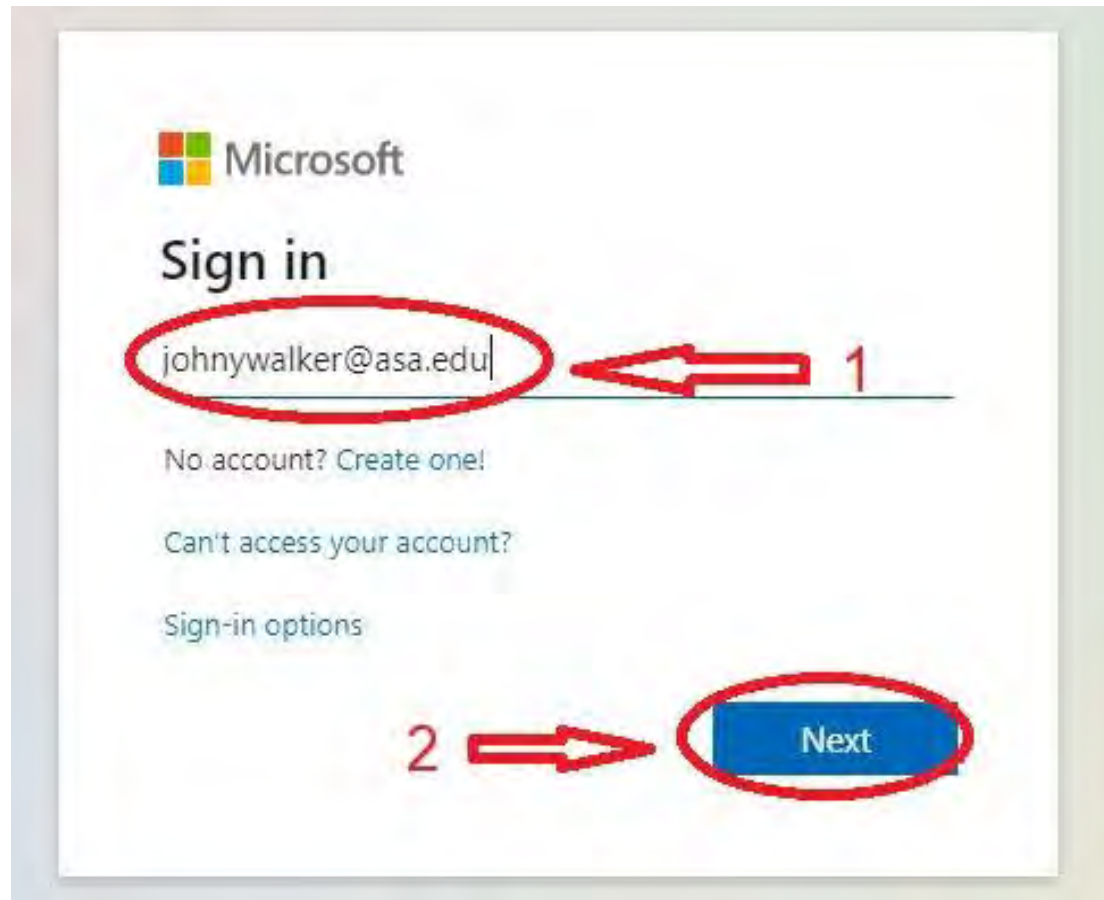
# How to login in ASA email

- ▶ For all students, email's user is firstnamelastname@asa.edu
- ▶ Example: Johnny Walker / Email: [johnnywalker@asa.edu](mailto:johnnywalker@asa.edu)
- ▶ For new students the password is : ASA\_ "Student ID Number"
- ▶ Example: Student ID: 99999-999 / Password: ASA\_99999-999
- ▶ You will receive a email from ASA in your personal email with your credentials
- ▶ For any issue please send an email from your personal email to [asahelp@asa.edu](mailto:asahelp@asa.edu) and provide student ID number and date of birth

Open a browser and go to Office.com and Click Sign in

The image shows a browser window displaying the Microsoft Office.com homepage. The address bar at the top shows "office.com" circled in red, with a red arrow pointing to it and a large red number "1" next to it. The navigation bar includes the Microsoft logo, "Office", and various menu items like "Products", "Resources", "Templates", "Support", "My account", and "Buy now". On the right side of the navigation bar, there is a "Sign in" link with a user icon, also circled in red. Below the navigation bar, a blue banner reads "Remote Learning in education. Learn more >". The main content area features a dark background on the left with the text "Welcome to Office" and "Your place to create, communicate, collaborate, and get great work done." Below this text are two buttons: "Sign in" (circled in red) and "Get Office". A red arrow points from the "Sign in" button to a large red number "2". On the right side of the main content area, there is a photograph of a man sitting on a couch, looking at a tablet device.

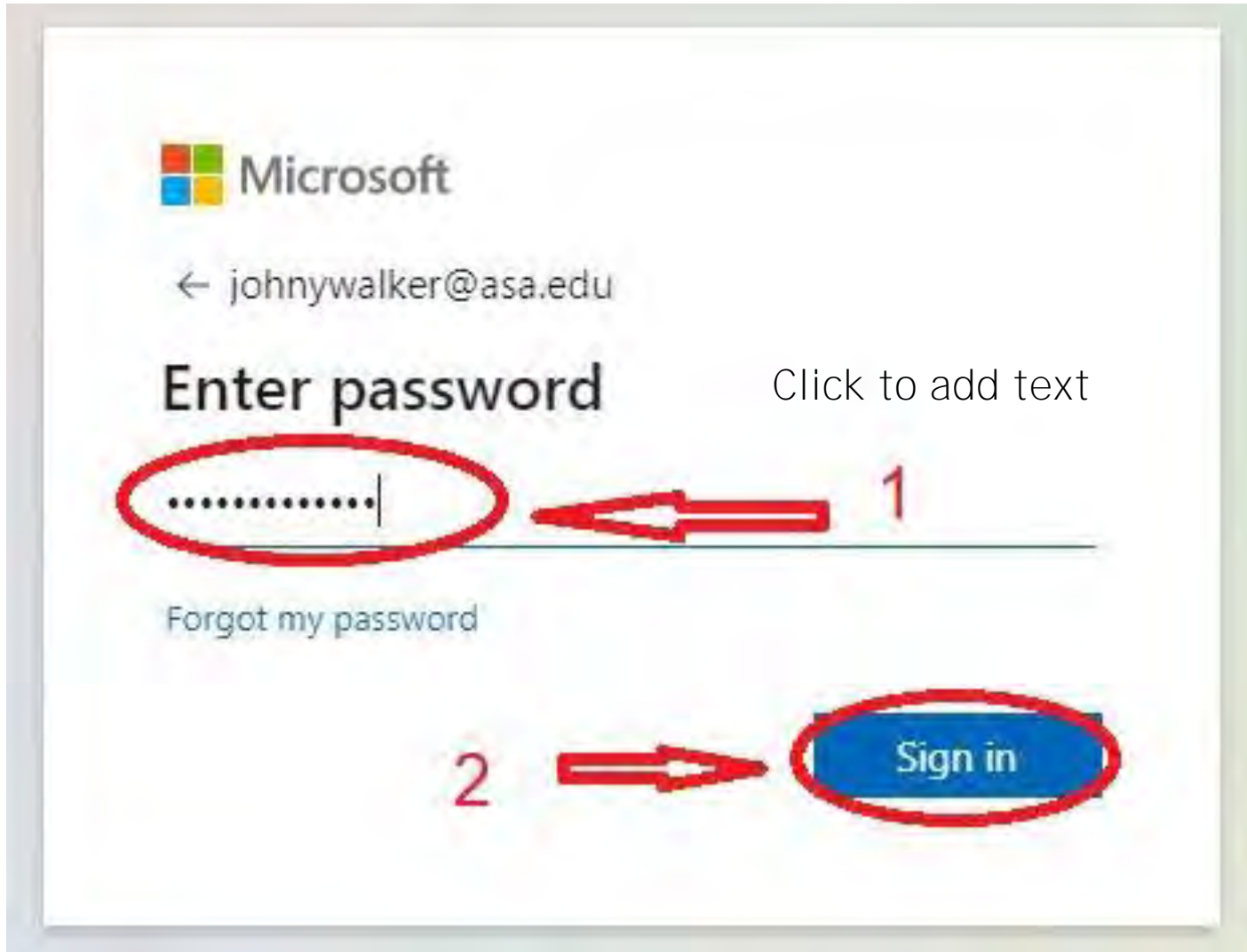
Put your email and Click "Next"



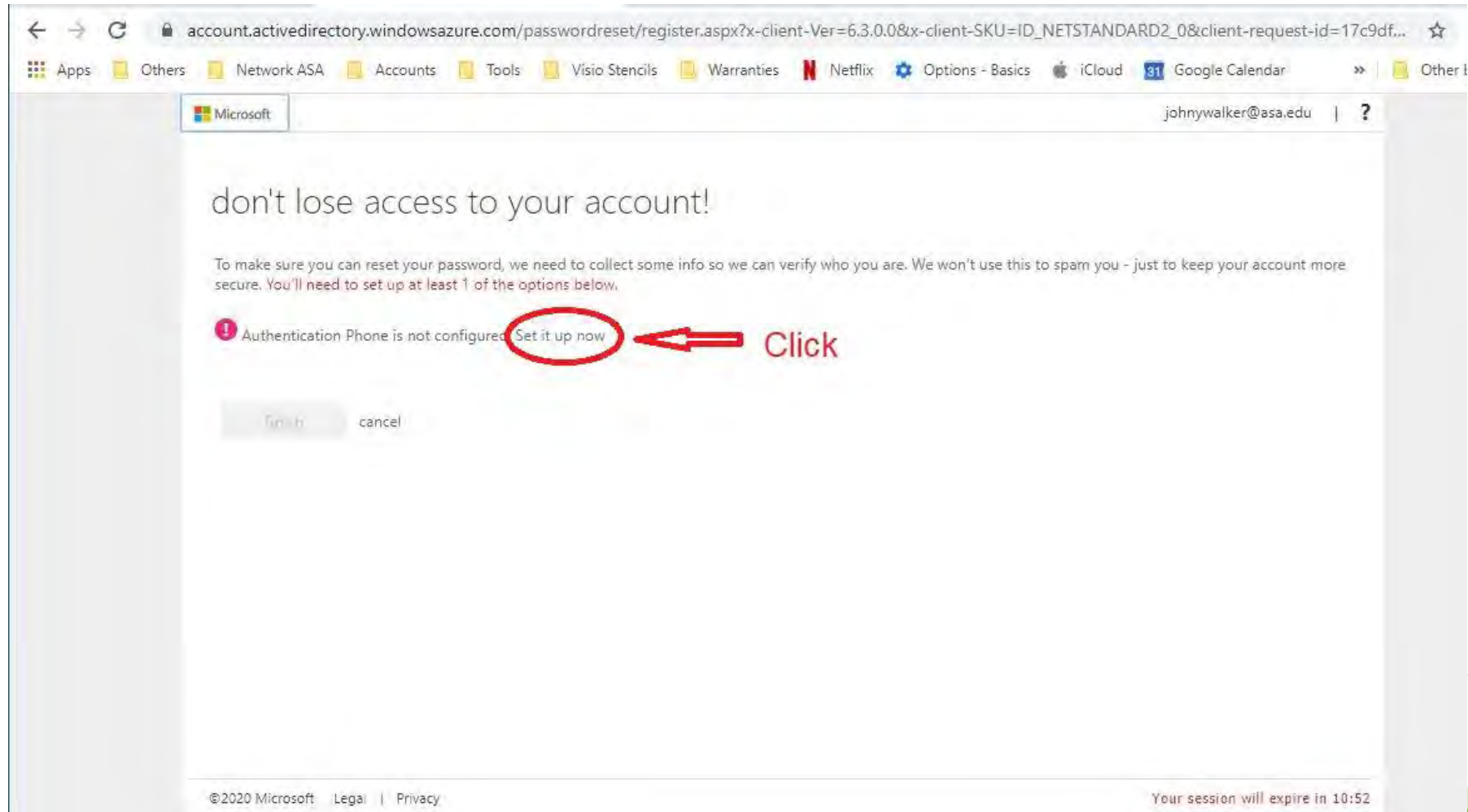
The image shows a Microsoft sign-in page with the following elements:

- Microsoft logo and text at the top left.
- "Sign in" heading below the logo.
- An email input field containing "johnnywalker@asa.edu". This field is circled in red, and a red arrow labeled "1" points to it from the right.
- Below the input field, there are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options".
- A blue "Next" button at the bottom right. This button is circled in red, and a red arrow labeled "2" points to it from the left.

Input your password, for new student password is : ASA\_ "Student ID number"  
Example: ID number: 99999-999 / password: ASA\_99999-999 and click "Sign in"



To set phone authentication Click "Setup now"



The screenshot shows a web browser window with the URL `account.activedirectory.windowsazure.com/passwordreset/register.aspx?x-client-Ver=6.3.0.0&x-client-SKU=ID_NETSTANDARD2_0&client-request-id=17c9df...`. The browser's address bar and tabs are visible at the top. The main content area displays a message: "don't lose access to your account!". Below this, a paragraph explains that information is collected for account security. A red notification icon is followed by the text "Authentication Phone is not configured" and a link "Set it up now" which is circled in red. A red arrow points to this link with the word "Click" next to it. At the bottom of the notification area, there are "Finish" and "cancel" buttons. The footer of the page includes "©2020 Microsoft Legal | Privacy" and a session expiration timer: "Your session will expire in 10:52".

Microsoft johnnywalker@asa.edu

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

! Authentication Phone is not configured **Set it up now** Click

Finish cancel

©2020 Microsoft Legal | Privacy Your session will expire in 10:52



Select country, enter you cell phone number and click text me or call me to get the verification code in your phone

The image shows a Microsoft account verification page. At the top left is the Microsoft logo. The main heading is "don't lose access to your account!". Below this is the instruction "Please verify your authentication phone number below." The form is titled "Authentication phone" and contains two input fields: "United States (+1)" and "305 -999-9999". A red circle highlights the dropdown arrow in the country field, with a red arrow pointing to it and the text "Select Country". A red arrow points from the country field to the phone number field, with the text "Your Cell phone" below it. Below the phone number field are two blue buttons: "text me" and "call me". A red arrow points from the "text me" button to the text "Click Here to get a text message". Another red arrow points from the "call me" button to the text "Or Click here to get a call". A "back" button is located below the "text me" button, with a red arrow pointing to it.

Microsoft

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

305 -999-9999

text me

call me

back

Select Country

Your Cell phone

Click Here to get a text message

Or Click here to get a call

Get from your phone the text message code and input it then click Verify

The screenshot shows a Microsoft account verification page. At the top left is the Microsoft logo. The main heading is "don't lose access to your account!". Below this is the instruction "Please verify your authentication phone number below.". There is a section for "Authentication phone" with a dropdown menu set to "United States (+1)" and a text input field containing "3059999999". Below the phone number are two buttons: "text me" and "call me". A message states "We've sent a text message containing a verification code to your phone.". Below this is a text input field containing "228110", which is circled in red. To the right of this field is a blue "verify" button and a "try again" link. Below the "verify" button is a red arrow pointing up with the text "Click Verify". To the left of the "verify" button is a red arrow pointing left with the text "Input Verification Code". At the bottom left of the form is a blue "back" button. The footer contains the text "©2020 Microsoft | Legal | Privacy".

Microsoft

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

3059999999

text me call me

We've sent a text message containing a verification code to your phone.

228110

verify try again

back

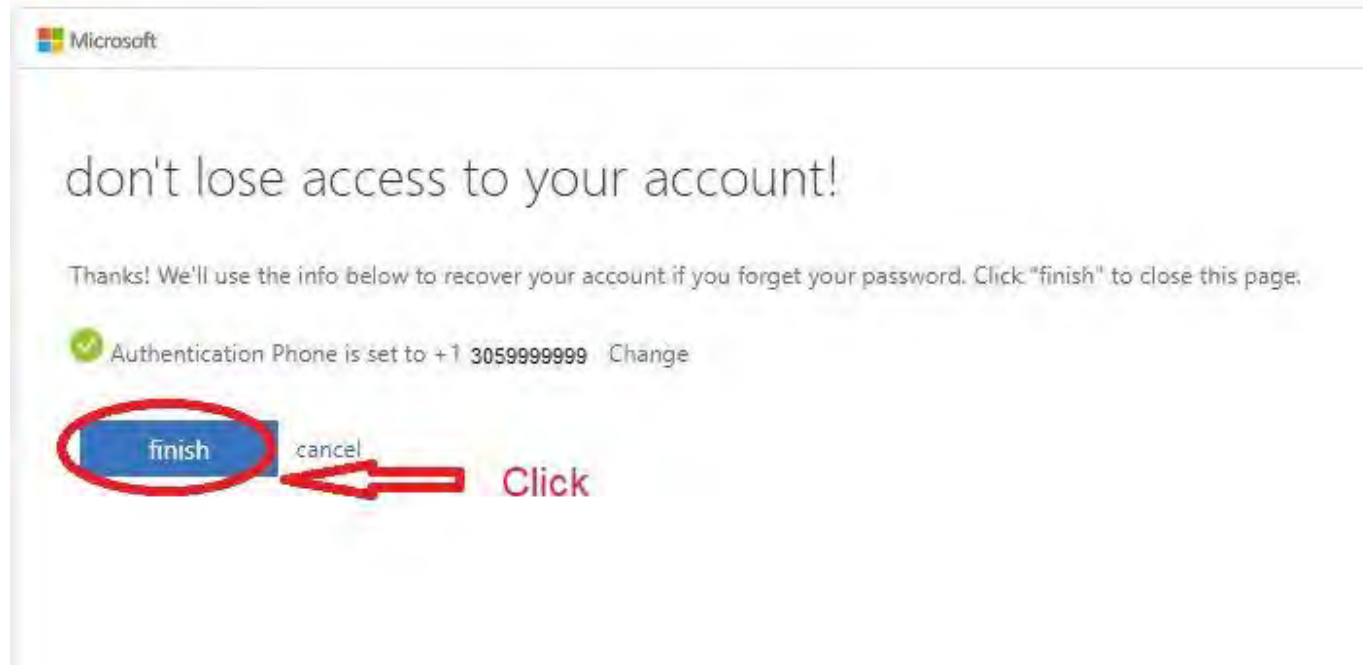
Input Verification Code

Click Verify

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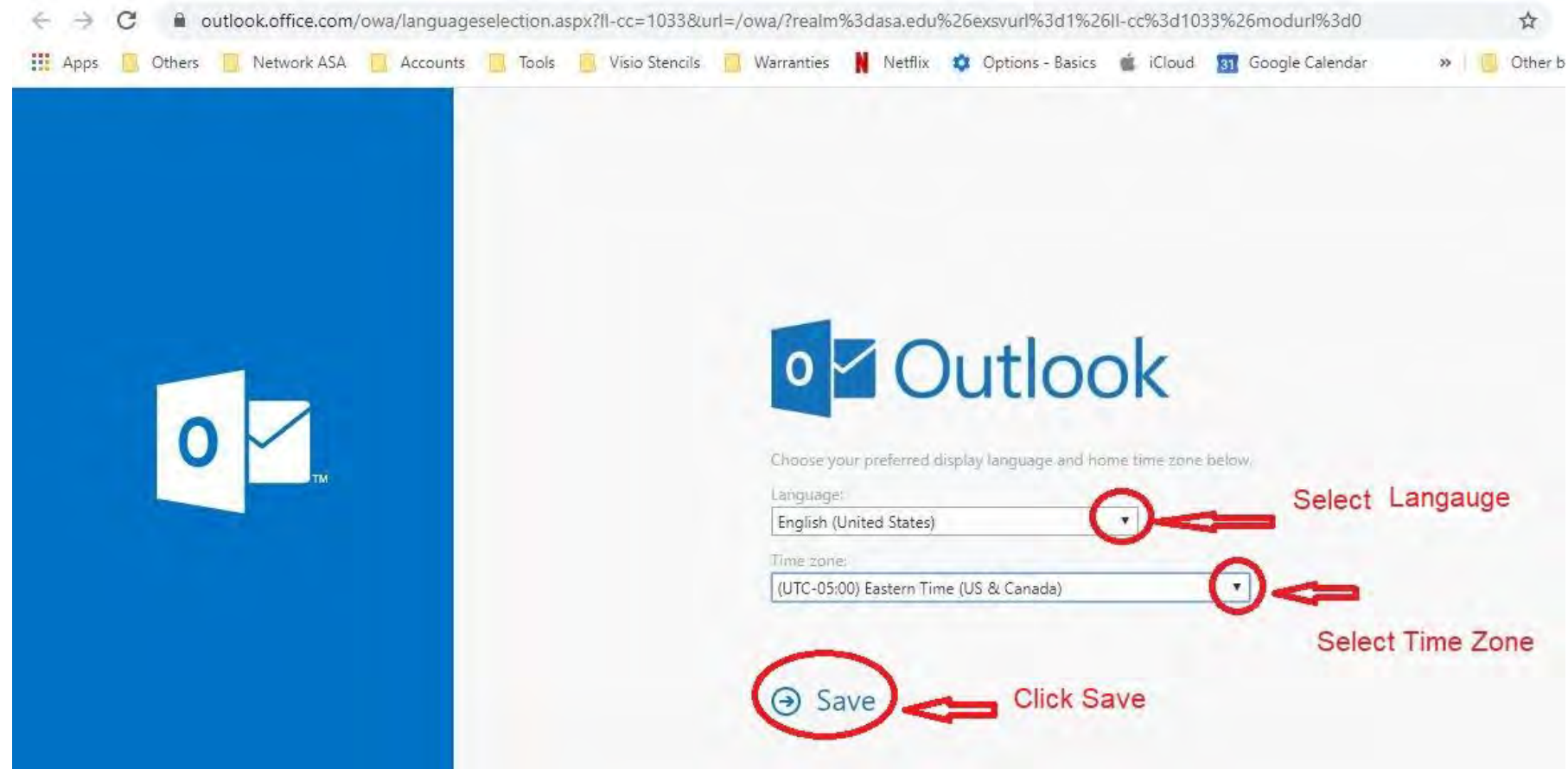
Click "Finish"



Now you are in Office 365 to access your email click "Outlook"

The image shows a screenshot of the Microsoft Office 365 dashboard. At the top, there is a navigation bar with the ASA College logo, the text "Office 365", a search bar, and a bell icon. Below the navigation bar, the dashboard greets the user with "Good afternoon, Johnny" and an "Install Office" button. A row of application icons is displayed: Start new, Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, and Teams. The Outlook icon is circled in red, and a red arrow points to it with the word "Click" written above it. Below this row are icons for Sway and All apps. At the bottom, there are tabs for "Recent", "Pinned", "Shared with me", and "Discover", along with an "Upload and open..." button. A feedback button is visible in the bottom right corner.

Select Language English USA and Time Zone "Eastern Time (US and Canada)" then click "Save"



The screenshot shows the Outlook settings page for language and time zone selection. The browser address bar shows the URL: outlook.office.com/owa/languageselection.aspx?ll-cc=1033&url=/owa/?realm%3dasa.edu%26exsvurl%3d1%26ll-cc%3d1033%26modurl%3d0. The page features the Outlook logo and the text "Choose your preferred display language and home time zone below." There are two dropdown menus: "Language" set to "English (United States)" and "Time zone" set to "(UTC-05:00) Eastern Time (US & Canada)". A "Save" button is located at the bottom. Red annotations include circles around the dropdown arrows and the "Save" button, with arrows pointing to the text "Select Language", "Select Time Zone", and "Click Save".

Outlook

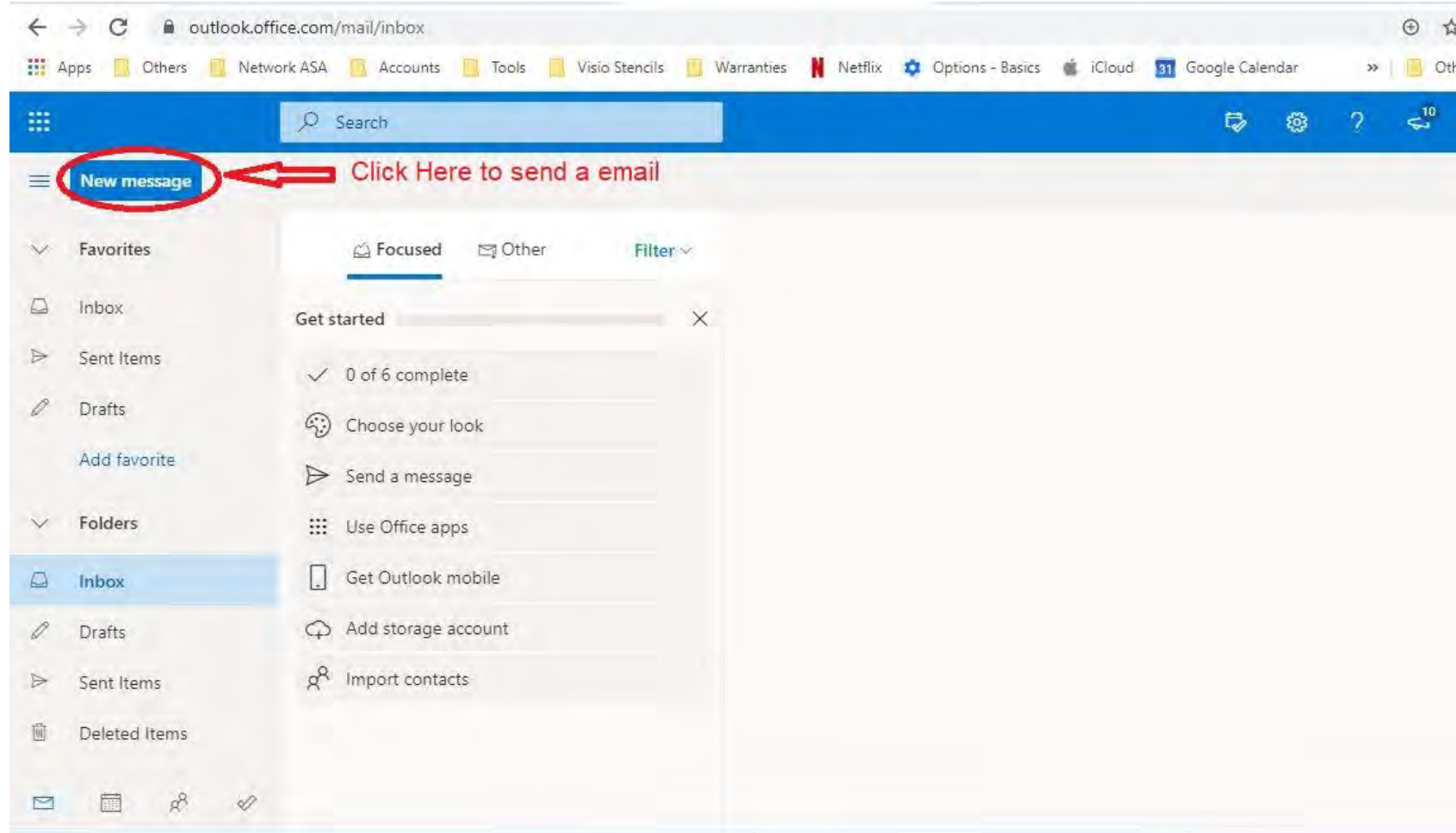
Choose your preferred display language and home time zone below.

Language: English (United States) **Select Language**

Time zone: (UTC-05:00) Eastern Time (US & Canada) **Select Time Zone**

**Save** **Click Save**

To write and email click "New message"





# How to create the Portal Account

- For NY student open the ASA Home Page <https://www.asa.edu> and click in Portal tap
- For Miami student open the ASA Home Page <https://miami.asa.edu> and click in Portal tap

The screenshot shows a web browser at the URL [asa.edu](https://www.asa.edu). The browser's address bar has "asa.edu" circled in red with a red arrow pointing to it and the text "Type here" next to it. Below the browser, the website's navigation menu is visible, with the "PORTAL" link circled in red and a red arrow pointing to it with the text "Click Here" below it. The website header includes the ASA College logo, navigation links for "About Us", "Prospective Students", "Current Students", and "Athletics", and a "Career Services and Alumni" section with an "Apply Now" button. A phone number "866.515.7188" is also displayed. The main content area features a large purple banner with the text "START YOUR DEGREE WITH A BRAND NEW LAPTOP" and a sub-headline "Register for the upcoming semester and receive a free laptop<sup>1</sup> plus Microsoft Office 365 to help you with your studies." Below this banner are two buttons: "GET MORE INFORMATION >" and "APPLY NOW >". The background of the website is a collage of images, including a large crowd of graduates in caps and gowns, and a close-up of a graduation cap with the text "FUTURE FB AGE CRIME SO".

- Click on Student portal home page

The image shows a web browser window with the address bar displaying 'portal.asa.edu'. The browser's toolbar includes navigation icons and a list of bookmarks: 'Apps', 'Others', 'Network ASA', 'Accounts', 'Tools', 'Visio Stencils', 'Warranties', 'Netflix', and 'Other'. The website header features the 'CAMPUS MANAGEMENT' logo in white text on a dark blue background.

Below the header, there is a 'Self-Service' section. A red arrow points to a 'LOGIN' button with a dropdown arrow, accompanied by the text 'Click here'. Below this, another red arrow points to the 'Student Portal Homepage' link in a dropdown menu, also accompanied by the text 'Click here'. The dropdown menu contains the following text:

- Currently registered and Former ASA students ONLY
- or log-in directly to the: [Distance Learning site](#)
- or log-in directly to the: [Library Databases](#)
- or log-in directly to the: [Registration Package](#)

At the bottom left of the page, there is a small rectangular image showing a group of people.



- Click on "Create a new account"

studentsts.asa.edu/Login.aspx?ReturnUrl=%2f%3fwa%3dwsigin1.0%26wtreal%3dhttps%253a%252f%25...

Apps Others Network ASA Accounts Tools Visio Stencils Warranties Netflix Other b

ASA COLLEGE

Back to home

Login to Student Portal

Required Field \*

Username \*

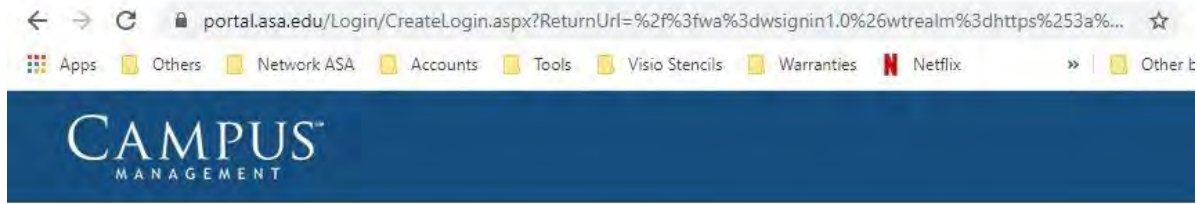
Password \*

Password is case sensitive

For new user click here → [Create a New Account](#) [Forgot your Password](#)

Login

- Input Student ID, first name, last name and date of birth, then click "Next "



**New Account Creation**

To create your account, enter the following information.  
Please, remember that all fields are case sensitive.

Required Field \*

Social Security #       ← Type here

Student ID

First Name \*       ← Type here

Last Name \*       ← Type here

Place of Birth? \*       ← Type here

      ← Click here

- You will be provided with a username and you must type a password and confirm it then click "Submit" (Please take a note of your username)



The image shows a web form titled "Login Information". It contains a message: "Your student record was successfully located. Please create a password and use it along with the login name provided below." Below this are three input fields: "You username is:" (with a blue bar), "Password\*", and "Confirm Password\*". A red arrow points to the "Password\*" field with the text "Type", and another red arrow points to the "Confirm Password\*" field with the text "password". A third red arrow points to a "Submit" button, which is circled in red, with the text "Click here" next to it.

- An email will be sent to your ASA email with the link activation, after you click on the activation link you will be able to do the portal login
- For any issue with The Portal send an email to [portaladmin@asa.edu](mailto:portaladmin@asa.edu) from your ASA email, please provide your student ID number, full name, and the issue's description  
Example: I'm Johney Walker ID: 999999-999 I cannot login in the portal (email account not found)

- After creating your Portal Account you go back to the Portal login page input your user and password and click “Login”

ASA COLLEGE

Back to home

Login to Student Portal

Required Field \*

Username \* kuku1

Password \* .....  
Password is case sensitive

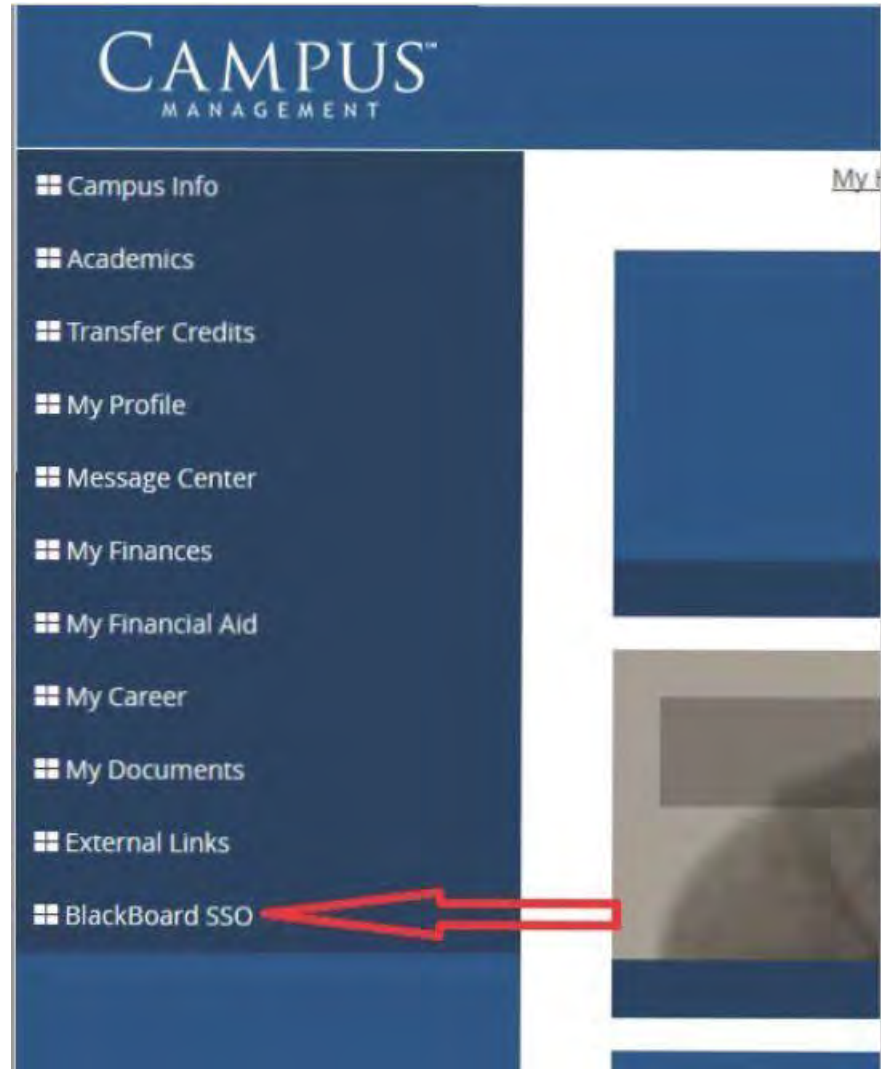
[Create a New Account](#) | [Forgot your Password](#)

Login

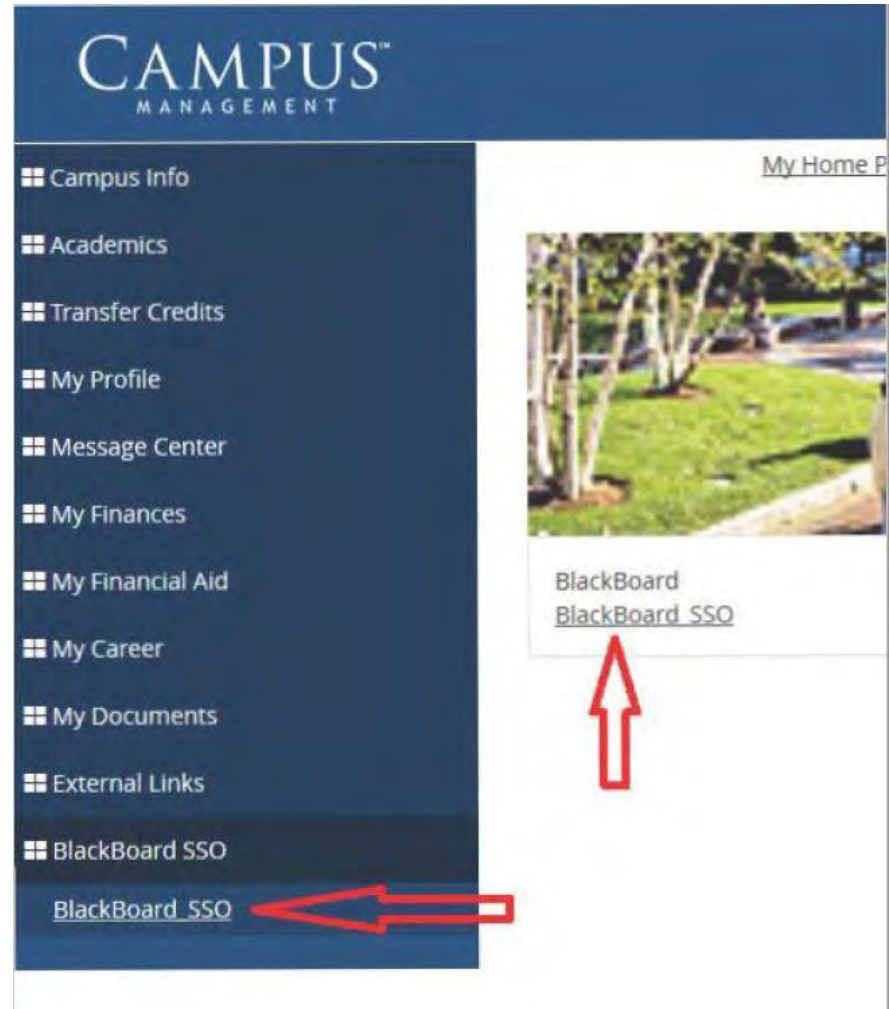
[Insert school branding image here]

# Blackboard

- ▶ You can access Blackboard after login into the portal
- ▶ Just click on BlackBoard SSO



- ▶ The menu will open as you select **“BlackBoard SSO”** on the left panel
- ▶ Then on the center panel click on **“BlackBoard SSO”** and you will get access to backboard through the Portal





- Now you can access your classes

ASA COLLEGE

Student Dashboard Notifications Dashboard

For assistance with your ASA e-mail account, and other IT-related but not Blackboard-related questions, please contact [ASAHelp@asa.edu](mailto:ASAHelp@asa.edu). For Blackboard-related questions, please contact [DL@asa.edu](mailto:DL@asa.edu).

### My Announcements

No Institution Announcements have been posted in the last 7 days.  
[more announcements...](#)

### My Courses

You are not currently enrolled in any courses.

### Tutorials and Guides

#### USING ASA COLLEGE'S BLACKBOARD LEARN

- [Video Tutorials from Distance Learning Department on Using Blackboard Learn](#)
- [Blackboard Learn Student Quick Guide \(PDF\)](#)
- [Video Tutorials: Blackboard Learn for Students \(YouTube Playlist\)](#)

#### THIRD-PARTY TOOLS

- [What is Respondus LockDown Browser, and where can I download it?](#)
- [Download Respondus LockDown Browser](#)
- [How to Upload a Video to YouTube](#)
- [How to Submit a Turnitin Direct Assignment](#)

#### HOW TO ALLOW POPUPS IN GOOGLE CHROME

Please watch the video below, or watch it at <https://youtu.be/XqP99GrANSk>

ASA COLLEGE DISTANCE LEARNING DEPARTMENT

Allow Pop-Ups in Google Chrome

### Services

#### DISTANCE LEARNING

- [ASA Distance Learning](#)
- [Online Learning](#)
- [Distance Education](#)

#### ASA COLLEGE

##### Learning

The ASA Learning Center provides individualized tutoring and support for all students. We have dedicated staff to help you succeed.

##### Library

The ASA Library provides academic materials and resources in print and electronic formats.

#### Additional Services

- [Student Support](#)
- [ASA Help](#)
- [ASA Library](#)

- If you have issues with Blackboard send an email to [dl@asa.edu](mailto:dl@asa.edu) from your ASA email and include your student ID number and a description of your issue

Example:

