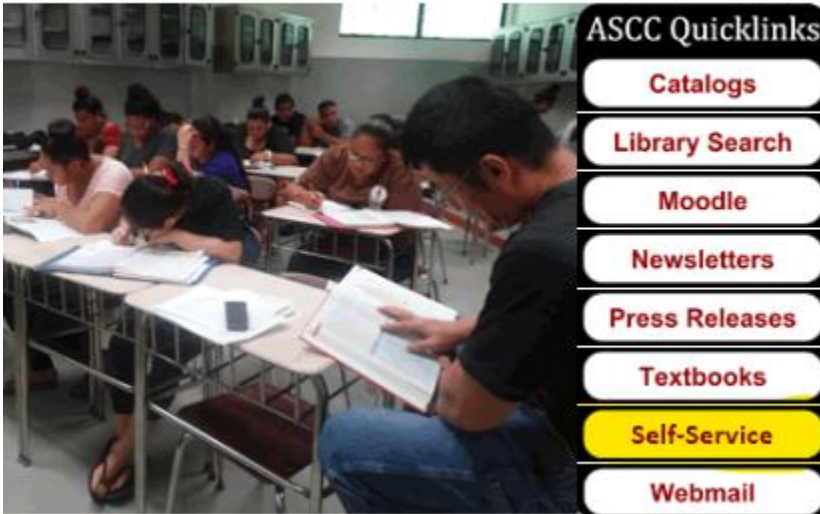


## How to log into Colleague Self-Service

- 1) Go to Colleague Self-Service either by going to [amsamoa.edu](https://amsamoa.edu) and clicking on the “Self Service” link

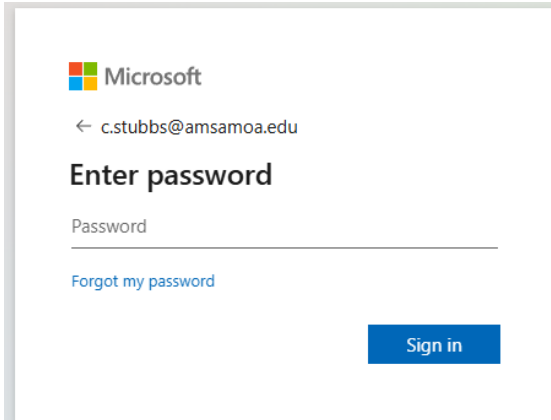


Or go to: <https://amsamoa-ss.colleague.elluciancloud.com/Student/>

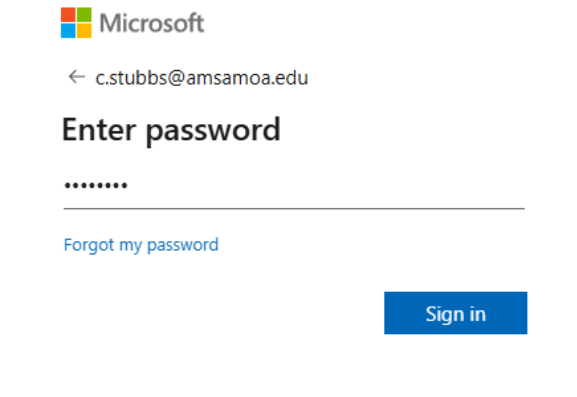
- 2) Login using:
  - a. Username: [username@amsamoa.edu](mailto:username@amsamoa.edu)
  - b. Click Next

Example provided below uses Test user c.stubbs

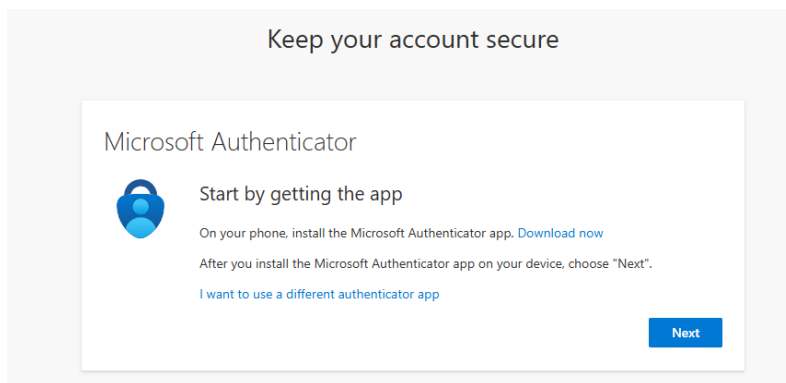
A screenshot of a Microsoft Sign in page. At the top left is the Microsoft logo. Below it is the text 'Sign in'. Underneath is a text input field containing the email address 'c.stubbs@amsamoa.edu'. Below the input field is a link that says 'Can't access your account?'. At the bottom of the main form area are two buttons: 'Back' (grey) and 'Next' (blue). Below the main form area is a separate box containing a key icon and the text 'Sign-in options'.



- c. Enter password
  - i. Use Colleague password
  - ii. Click Sign in



Click Next



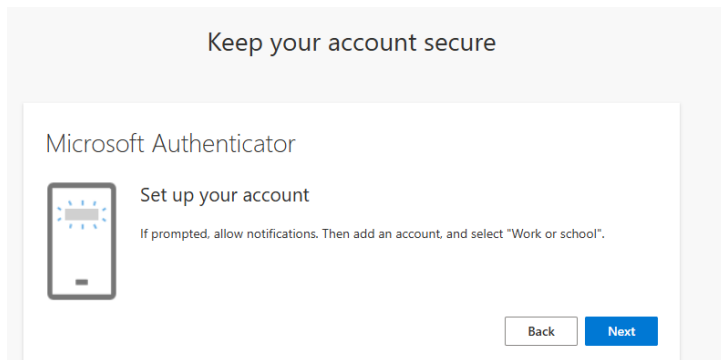
Please download Microsoft Authenticator onto your device:

For iPhones, use Apple Store

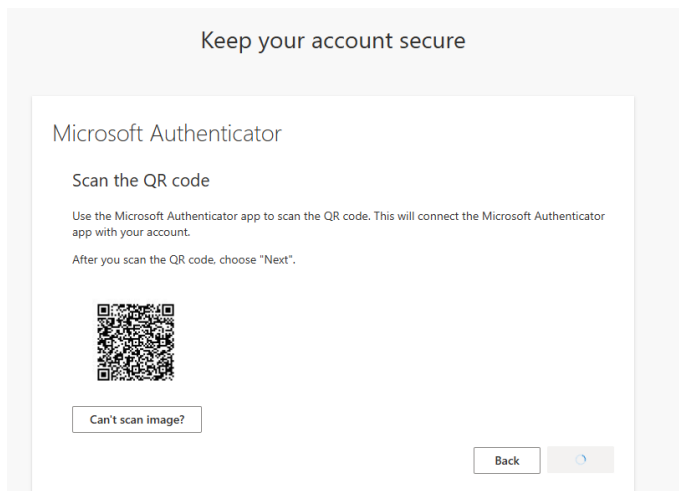
For Android phones, use Google Store

Both of these are not blocked on campus.

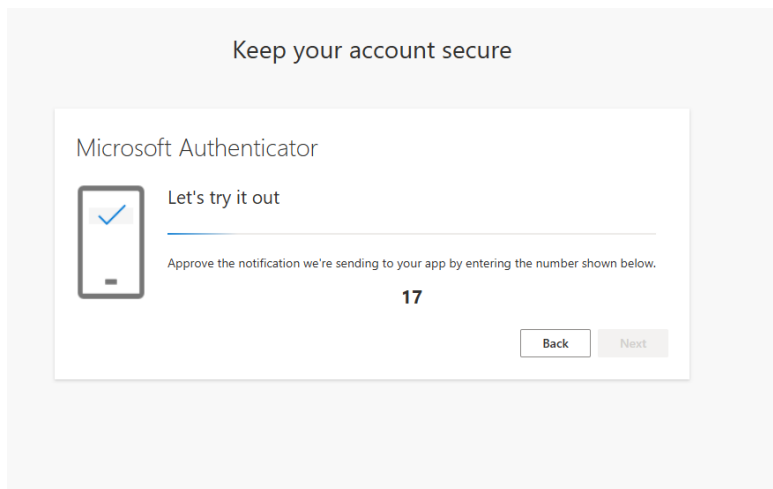
Once you've downloaded the Microsoft Authenticator, click Next



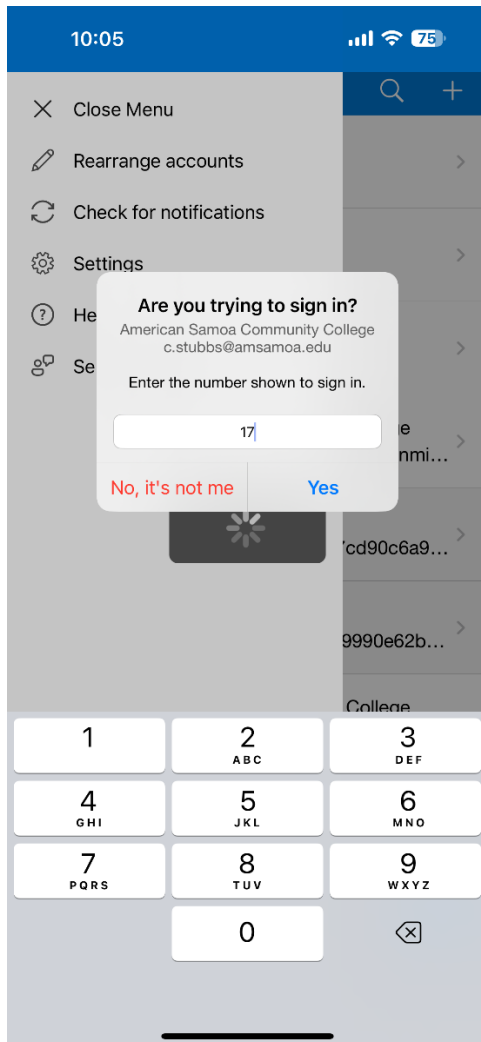
Note the instructions to perform on your device and click Next



On the Microsoft Authenticator App on your device, there is an option to scan QR code, use this to scan the QR code given on this screen, once QR code is scanned, you will get the next screen:



On your device, on the Microsoft Authenticator app, type in the number you see, in this case 17, and press Yes. It should look similar to this:



Once this is finished, you should be prompted to set up your phone number, for this we recommend using your personal Email address:

## Keep your account secure

Method 2 of 2: Phone

App Phone

### Phone

You can prove who you are by receiving a code on your phone.

What phone number would you like to use?

United States (+1) 6842583630

Receive a code

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

Click on "I want to set up a different method"

### Choose a different method

Phone  
Get a call or text to sign in with a code

Email  
Receive a code to reset your password

Click "Email"

## Keep your account secure

Method 2 of 2: Email

App Email

---

### Email

What email would you like to use?

gtulafono@gmail.com

[Next](#)

[I want to set up a different method](#)

A verification Email will be sent to your personal Email (login to your personal email to get the code), enter that code:

## Keep your account secure

Method 2 of 2: Email

App Email

---

### Email

We just sent a code to gtulafono@gmail.com

667766

[Resend code](#)

[Next](#)

[I want to set up a different method](#)

Once the correct code is enter, you'll get a confirmation that looks like this:

## Keep your account secure

Method 2 of 2: Done



App



Email

### Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

**Default sign-in method:**



Microsoft Authenticator



Email  
gtulafono@gmail.com

Done

Once you're done, close the window, and go back to [amsamoa.edu](https://amsamoa.edu) and click on Self-Service. You should now be able to login to Self-Service for students.