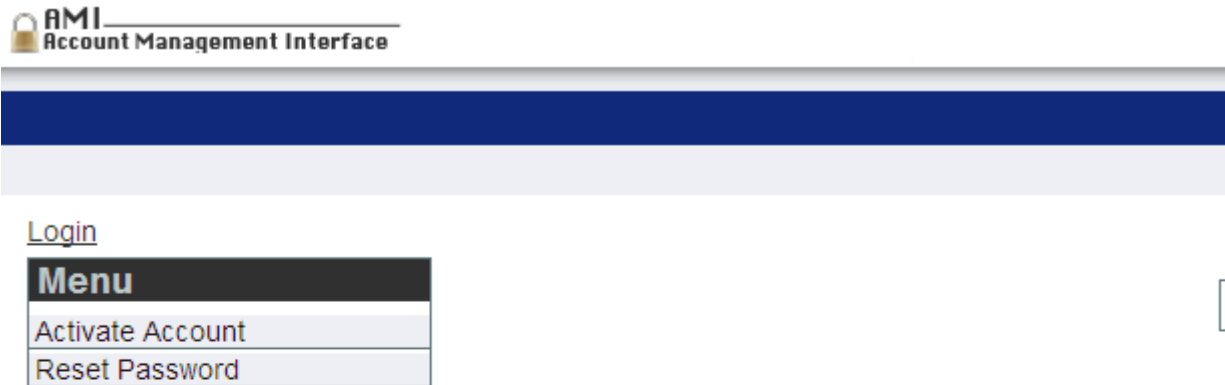


Creighton University AMI Security Profile Instructions

The security profile is provided to allow self-service when requesting a password reset. If you do not create a Security Profile, you will need technical assistance whenever you must reset your password.

- 1) Go to the link: <https://ami.creighton.edu/>
- 2) You will see the information below on the page
- 3) Click the “Login” button in the mid-upper left area of the page



Account Management Interface

You can use AMI to search for employees or student guest access, and many other features!

You can also download the latest University phone book
[CUMC Phone Book \[pdf\]](#)
[Administrative Phone Book \[pdf\]](#)

4) Enter Your NetID and Blue Password

5) Click “Sign In!”



Sign in with your NetID:

and BLUE Password:

6) Under “Menu,” select “Update Security Profile”

Menu
Change Password
Update Personal Info
Reset Postini Password
Update Security Profile
Sponsor A Guest

7) Select your preferred security questions 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

8) Enter an Alternate Email - If you do not have an alternate email or do not want to provide one, you will not be able to use the service to automatically reset your password.

9) Enter a mobile number for text messages (optional)

10) Click "Update Information"

11) Logoff of AMI

12) Completely close your browser