

## What is a UCA?

Unified Computer Accounts, or UCAs, are unique usernames assigned to every faculty member, staff member, and student at Fairmont State University.

When you activate a UCA you will get a notification screen that tells you what your username is. Typically, it is the first letter of your first name followed by your last name and in some cases a number. Ex. Freddie Falcon will have a UCA of ffalcon1.

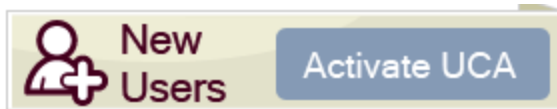
Once they are activated, UCAs cannot be changed. Even if you change your name your UCA will not change. If you notice before you activate the account that your UCA has been misspelled, please discontinue the activation process and contact the Tech Commons 304- 367-4810.

## Activating a UCA:

1. Go to the Fairmont State University homepage at [www.fairmontstate.edu](http://www.fairmontstate.edu)
2. Click on Quick Links and select myFairmontState from the drop down menu.



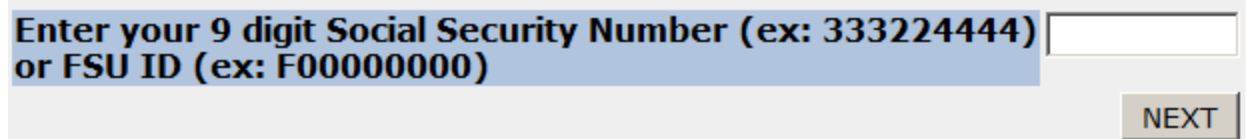
3. Click the Activate UCA link to the right.



Or you can go directly to [Activate UCA](#)

4. Enter your Social Security number or student ID in the first text box.


### **ACTIVATE UCA :**

A screenshot of a form titled 'ACTIVATE UCA :'. The form has a blue header with the text 'Enter your 9 digit Social Security Number (ex: 333224444) or FSU ID (ex: F00000000)'. Below this is a white text input field. To the right of the input field is a grey button with the text 'NEXT'.

5. Click the Next button directly below.

## ACTIVATE UCA :

Enter your 9 digit Social Security Number (ex: 333224444)   
or FSU ID (ex: F00000000)



6. Follow instructions. Be careful - the hint question response and password are sensitive.
7. It will take 15-20 minutes for your account activation to take effect.