

Account Management Interface – AMI

Activating Your Account

Activating Your Account

New students, employees, and sponsored individuals will receive an email with the link to activate their Blue Account. The following instructions walk through this four-step process.

To activate your account:

- Go to <http://ami.creighton.edu> .
- Select the **Activate Account** link at the bottom of the login screen.

Creighton AMI

Username

Password

Next

Forgot BLUE Password.

Activate Account.

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- On the **Activate a New Account** screen enter your NetID and click **Activate**.

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Activate a New Account?

STEP #1 Confirm your identity. Before we can begin the Activation process we need to make sure you are who you say you are. Once your identity is verified you will be asked to complete 5 more steps before your activation is complete.

Please enter your NetID and click the Verify button to continue.

Username*

Activate Cancel

- When presented with **STEP #2 Verification**, click **Continue** and a verification code will be sent to your email.

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Activate a New Account?

VERIFICATION STEP #2 To verify your identity, a security code will be sent to you at S*****@c*****.edu.

Continue Cancel

- In **Step #3**, enter the verification code you received via email into the **Code** box.
- Click **Validate**.

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Activate a New Account?

VERIFICATION STEP #3 To verify your identity, a security code has been sent to you at S*****@c*****.edu. Please click the link in the email or copy and paste the security code here.

Code

Validate **Go Back** **Cancel**

- **Step #4** confirms that your account has been verified.
- Click **Continue**.

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Activate a New Account?

VERIFICATION STEP #4 Thank You! Your security code sent to S*****@c*****.edu has been VERIFIED.

Keep going you have one more step to set your BLUE password.

Continue **Cancel**

- Next select **Continue** again. Your account is now active.

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Verification Successful

Your user account has been successfully activated. Be sure to complete the process, or you will not be able to access your account.

Continue