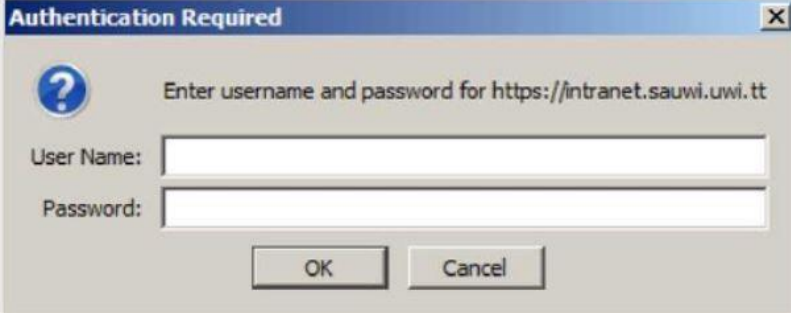


PHASE 1 – Enabling you UWlinc account

- On a computer connected to the SAUWI domain on the wired network (typically your office computer), open a web browser and type;

<https://intranet.sauwi.uwi.tt/wireless/>

- You will be prompted to logon to the intranet with a dialog box similar to the one below;



The image shows a standard Windows-style dialog box titled "Authentication Required". It contains a question mark icon and the text "Enter username and password for https://intranet.sauwi.uwi.tt". Below this are two input fields: "User Name:" and "Password:". At the bottom are "OK" and "Cancel" buttons.

- Your User Name and password will be the one you use to logon to the SAUWI domain.
- After successful logon, the form shown would be similar to the the below;



The image shows a web page for "UWI STA-MOBILE Wireless". At the top left is the UWI logo and text: "THE UNIVERSITY OF THE WEST INDIES ST. AUGUSTINE CAMPUS, TRINIDAD & TOBAGO, WEST INDIES". To the right are "Directory" and "Help" buttons. Below the header is a navigation menu: "Home News & Events Staff Directory UWI STA". The main content area features logos for "UWI linc", "STA-MOBILE Wireless", and "eduroam". The text reads: "Your account has been successfully disabled." followed by "You are logged in as" in red. Below that, it says "Your account is currently disabled." and "Employee ID *" with an input field. At the bottom left is an "Enable Account" button. The background is a blue-tinted image of a classical building.

- Enter your employee ID number (**found on your pay slip, not the one found on your Staff ID Card**)
- Click "Enable Account".
- Once the account is enabled, a form is displayed for you to enter your password.
- The password change form is shown below.



The screenshot shows the top navigation bar of the UWI website, including the university logo and name, and buttons for 'Directory' and 'Help'. Below the navigation bar is a menu with 'Home', 'News & Events', 'Staff Directory', and 'UWI STA'. The main content area features logos for 'UWI linC', 'STA-MOBILE Wireless', and 'eduroam'. A message states 'You are logged in as' followed by a redacted name. Below this, it says 'Your account is currently enabled.' The form contains three input fields: 'Employee ID *', 'New Password *', and 'Confirm Password *'. At the bottom of the form are two buttons: 'Change Password' and 'Disable Account'. The background of the form area shows a faint image of a classical building.

- The employee ID, new password and confirm password fields are required.
- Click on "Change Password" to set the new password.