

## Buy A&M Login Details

1. The Buy A&M environment can be accessed using any web browser by navigating to the following URL: <https://buy.tamus.edu>.
2. If you received this email, your user profile has already been established in Buy A&M. To log in, you will use your **UIN** as your Login ID.
3. To obtain a Password to access Buy A&M; click **Login Assistance** under the Login ID.



4. **Login Help** page will open; Select **Forgot Password** radio button.
5. A screen to enter your Login ID and Email Address will open. Please enter your **UIN** for the Login ID and Email Address.

The screenshot shows the 'Login Help' page. At the top, it says 'Login Help'. Below that, it asks 'What type of Login assistance do you require?' with two radio buttons: 'Forgot User ID' and 'Forgot Password'. The 'Forgot Password' option is selected. Below this, it says 'For forgotten Password requests, please enter your Login ID and Email Address below.' There are two input fields: 'Login ID:' and 'Email Address:'. At the bottom, there are 'Continue' and 'Cancel' buttons.

6. You will then receive a message indicating that "The Login Question and Answer are not currently setup. This needs to be completed and your password will be reset." Select a question and provide an answer to enable you to reset your password, and make note of your answer as this will be used if you need to reset your password again in the future.

The screenshot shows the 'Login Help' page with a validation error message. At the top, it says 'Validation Errors' in red. Below that, it says 'The Login Question and Answer are not currently setup. This needs to be completed and your password will be reset.' Below this, it says 'Login Help'. Below that, it asks 'What type of Login assistance do you require?' with two radio buttons: 'Forgot User ID' and 'Forgot Password'. The 'Forgot Password' option is selected. Below this, it says 'For forgotten Password requests, please enter your Login ID and Email Address below.' There are two input fields: 'Login ID:' and 'Email Address:'. Below these, there are two more input fields: 'Login Question:' and 'Login Answer:'. At the bottom, there are 'Continue' and 'Cancel' buttons.

7. Once you have completed the required information, press **Continue once**. Buy A&M will notify you that your new temporary password will be emailed to you. **It may take several minutes to receive your temporary password.** If you do not receive your password email after several minutes, verify that the email is not in your “Junk” or “Spam” folder.
8. Once you have received your temporary password, return to the login page at <https://buy.tamus.edu> and enter your login ID and temporary password into the Login ID and Password fields near the bottom of the screen, then press the “Login” button.
9. **You will then be prompted to reset your temporary password using a new password that only you know.**
  - a. Passwords must be meet the following requirements:
    - i. 8 – 50 characters;
    - ii. include an Alpha and Numeric (special characters should not be included in passwords; only A-Z, a-z, or 1-9); and
    - iii. changed every 90-days
  - b. When you have completed the required fields, press the “**Submit**” button at the bottom of the screen.



Change Password

Current Password\*

New Password\*

Confirm New Password\*

**i** Your current password is temporary. You must enter a new password.

Submit Log Out

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