

Instructions for TAMUS UIN Set-Up

Below are steps detailing instructions for how to set up your SSO login after termination to ensure you are able to review and download documents from Workday.

1. Prior to your last day of employment, ensure your primary work email in your Workday profile has been updated to your personal email address.
 - a. Note – DUO Two Factor Authentication will be removed as a requirement for logging in. Please allow a 7-day waiting period for DUO to be completely removed before logging into Workday **after** your termination date.
2. After the 7-day waiting period, select the TAMUS UIN icon on the SSO Menu.



3. Next, you will be required to input your UIN and SSO password.
(If you do not recall your password, please select the “I forgot my password” link to reset your password. SSO will send an email with a one-time password to the primary work email address on file.)

A screenshot of the UIN Logon form. The form has a title 'UIN Logon' and two input fields. The first field is labeled 'UIN:' and has a red 'Required!' label below it. The second field is labeled 'Password:' and has a red 'Required!' label below it. Below the input fields is a blue 'Submit' button. Below the button is a link 'Trouble Logging In?' with a question mark icon and the word 'HELP' below it. At the bottom of the form, there are three links: 'New Employees – Set up your password', 'I forgot my password', and 'Use your one-time (temporary) password'.