

## SPOT Tipsheet

### Logging into Spot and Synchronizing Passwords

---

You can find the login for Spot at <http://spot.uaex.edu>. On the front page, you will see information about Spot and what you will find inside the portal. On the left side of the page, there is a grey box that contains fields for your user name and password.



The image shows a screenshot of a web form titled "Secure Access Login". It contains two input fields: "User Name:" and "Password:". Below the fields are two buttons: "Login" and "Cancel". Underneath the buttons are three links: "Make the portal my homepage" (in red), "List of Supported Browsers." (in blue), and "Forget Password?" (in purple). The entire form is enclosed in a grey box with a red border.

The username you should enter is your normal **Intranet** user name (typically, this is your first initial followed by last name). Your password to Spot is the same password that you use to access any of the Intranet programs available (e.g. AIMS, Professional Development, Publications, etc.).

If you do not remember your current Intranet password, go to <http://iforgotmypw.uaex.edu> and reset it. Once you log in to Spot for the first time, you will be prompted to answer 3 questions to serve as security questions should you ever forget your password.

You may notice a link in the same grey box that says "Forget Password?"



This image is a second screenshot of the "Secure Access Login" form, identical to the one above. However, the "Forget Password?" link at the bottom is highlighted with a red rectangular box.

This link is designed to help you should you ever forget your password to Spot after you have logged in for the first time. When you click this link you will be taken to a page where you can put in your username and the system will then ask you two of the three questions that you answered. If you provide the correct answers then Spot will let you set a new password. Once inside the portal, you

can change both your password and the answers to your security questions by clicking on the “My Account” link in the upper-left corner of any page in the portal.

If you ever forgot both your password and the answers to the questions that you set up, all is not lost. The IT Call Center can reset your password for you. Just give them a call at (501) 671-2255 or 1-866-779-3375, and they will be able to use your username to reset your password so that you can get back into Spot. You can also find the information for the IT Call Center on the front page of Spot.

## Banner Sync

Spot has several channels that can link you directly into Banner to prevent you from having to sign in again. These channels can be found on the Benefits and Supervisors (should you have it) tabs.

The screenshot displays the Spot portal interface with the **Benefits** tab selected. A red box highlights the **Employment Details** and **Banner Links** sections. The **Employment Details** section includes links for [Benefits](#), [Direct Deposit](#), [Pay Stub](#), [Job Details](#), [Leave Details](#), and [Employee Directory](#). The **Banner Links** section includes links for [Internet Native Banner \(Web Forms\)](#) and [Self-Service Banner \(SSB\)](#). The **Time Reporting** section shows **Leave Report** and **Leave Request** details for the Office of Information Technology, 3601. The **Employee Benefits** section lists various benefit programs and study/tuition discounts. The **Professional Development** and **Professional Organizations** sections list various training and organizational links.

**Employment Details**

- [Benefits](#)
- [Direct Deposit](#)
- [Pay Stub](#)
- [Job Details](#)
- [Leave Details](#)
- [Employee Directory](#)

**Banner Links**

- [Internet Native Banner \(Web Forms\)](#)  
Single Sign-on direct link to Internet Native Banner
- [Self-Service Banner \(SSB\)](#)  
Single sign-on direct link to Self-Service Banner

**Time Reporting**

**Leave Report**

Content Management System Prog, N32013-00 - Office of Information Technology, 3601

- [Semi-Monthly - 21, Due Date : Nov 15, 2007](#)
- [Semi-Monthly - 22, Due Date : Nov 30, 2007](#)

[More](#)

**Leave Request**

Content Management System Prog, N32013-00 - Office of Information Technology, 3601

- [Semi-Monthly - 20, Due Date : Oct 31, 2008](#)
- [Semi-Monthly - 21, Due Date : Nov 15, 2008](#)

[More](#)

**Employee Benefits**

**Benefits**

- [Employee Benefits Templates](#)
- [University of Arkansas Group Benefits](#)
- [Voluntary Benefit Programs](#)
- [Other Benefit Programs](#)
- [Life Changing Events](#)
- [Arkansas Employee Assistance Program](#)
- [Retirement Plans](#)
- [Leave and Holidays](#)
- [Fidelity](#)
- [TIAA-CREF](#)
- [Conexis](#)

**Study/Tuition Discounts**

- [Tuition Discount Policy Information](#)
- [Employee Request - Registration Fee Discount EBEN-364](#)
- [Spouses/Dependent Request - Registration Fee Discount EBEN-365](#)
- [Forms for Requesting Registration Fee Discount at UALR](#)
- [Leave for Study](#)

**HIPPA**

- [Notice of Privacy Practices](#)
- [HIPAA Information](#)

**Professional Development**

- [Professional Development](#)
- [In-Service Training](#)
- [Educator On-Line Courses](#)
- [Centra](#)

**Professional Organizations**

- [Arkansas Association of Cooperative Extension Specialists \(AACES\)](#)
- [Arkansas County Agricultural Agents Association](#)
- [Arkansas Extension Association of Family and Consumer Sciences \(AEAFCS\)](#)
- [Epsilon Sigma Phi \(ESP\) - Alpha Iota Chapter](#)
- [National Association of Extension 4-H Agents](#)
- [National extension Initiative](#)

**Quick Links**

**Programs**

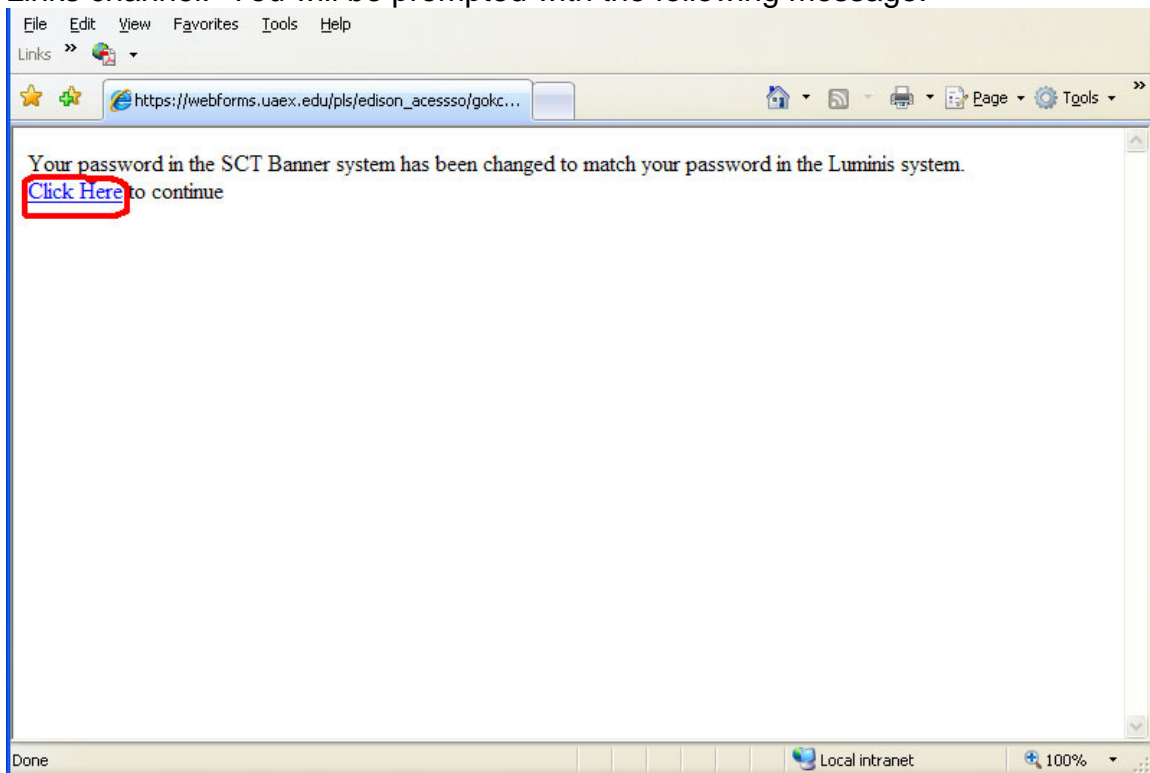
- [Agriculture](#)
- [Business & Communities](#)
- [Families & Consumers](#)
- [Health & Nutrition](#)
- [Home & Garden](#)
- [Natural Resources](#)
- [4-H Youth Development](#)
- [Public Policy Center](#)
- [Giving](#)
- [Departments](#)
- [Search the Extension Web](#)

**Policies**

- [U of A Board Policies](#)
- [Division Policy and Management Guidelines](#)
- [Extension Policy Manual](#)
- [4-H State Policy Handbook](#)
- [OPM Policy Manual](#)

<http://www.uae.edu/acaas/Default.htm>

If you use Banner, you will want to synchronize your Banner password with Spot. Go to the Work tab and select Internet Native Banner (Webforms) in the Banner Links channel. You will be prompted with the following message:



After clicking on the link your password in Banner will change to be your password for Spot. When you change your password in Spot, you will see this message the next time you attempt to access Web Forms. **Please note** that this is only for Web Forms. Your Self Service Banner account is already synchronized with Spot by the time that you first log in to Spot.