To access the system go to Internet Explorer and enter “physplantens” on the address line. The login screen below will display.

Your login name will always be the UAMS domain name you use to log into your computer.

Your temporary password will be set to either your SAP number.

The Company name is UAMS.

Enter it and then press LOGIN.

**If you have problems logging into the system Contact Telecommunications at 686-5002 to have your password reset.
Your personal information screen will be the only information that you will have access to.

**STEP ONE:** If you wish to change your password enter a new password and then confirm your new Password (Once set, you will not be required to change it. It must be at least 3 characters in length) Leave your PIN number set to your SAP number.

**STEP TWO:** Select the Email tab and enter your UAMS email address. Other addresses can be entered here also. If you want to receive text messages on a cell phone, load it as an email address. The email address will be your 10 digit cell phone number @ your provider’s specific address. Find your vendor information below.

- **AT&T** – cellnumber@txt.att.net
- **Verizon** – cellnumber@vtext.com
- **T-Mobile** – cellnumber@tmomail.net
- **Sprint PCS** - cellnumber@messaging.sprintpcs.com
STEP THREE: If you have a cell phone enter that number by clicking on the PHONE tab. Select “Cell” from the Phone Type drop down box. In the Phone Number field enter your 10 digit cell phone number (do not enter dashes). Then press the ADD button to the far right. Follow the same steps to add your “Home” and “Work” phone numbers.
STEP FOUR: If you carry an alphanumeric pager, press the ALPHAPAGER tab and select “Teletouch Alpha” from the Service drop down. The **Number** field will be already filled out with an access number to Teletouch. Enter your 7 digit pager number in the **Pin** field. Do not enter any dashes.

STEP FIVE: When all of your information is entered and updated, Press the **SAVE** button.

Note: at the current time we will not be collecting fax or numeric pager information.
STEP SIX: Always press **LOG OUT** when leaving the system. Pressing the ✗ in the top right corner of the screen will temporarily keep another person from accessing the system.