Steps for Logging into the Accounting Application

The portal for applications can be accessed two different ways.

(1) You can log on each time using your current computer log on and password.

Go to http://www.uco.edu/administration/index.asp

Click on the link http://administration.uco.edu/portal/ in the yellow section of the above page under Admin Portal

The User name and Password are the same as you would use for logging into your computer at work.

User name: uco\jdoe17
Password: ******
(2) Or you can add administration.uco.edu to the allowed sites on your local intranet tools. With this method, you will not have to log on each time. Click on tools. Click on Internet Options. Click the security tab. Click on Local intranet icon and select the Sites button, then the Advanced button. If administration.uco.edu is not listed in the second box, type http://administration.uco.edu in “Add this website to the zone:” box and then Click Add. Click Close, then OK and OK again. **You will need to close internet explorer and reopen it for the changes to take effect.**
Once you have successfully logged into the Admin Portal you will see the following page.