Southern Ute Tribal Member Portal Account

1 Fill out the account request form
https://forms.office.com/r/g9Wtjq1x6K

2 Wait for approval *
Check your email (and spam folder)

3 Visit https://soute.sharepoint.com

4 Sign in with your account & temporary password

Microsoft
← autumn.ash@so-ute.com
Enter password
••••••••••
Forgot my password
Sign in

5 Secure your account: Option 1 – Authenticator App

Microsoft Authenticator
Start by getting the app
On your phone, install the Microsoft Authenticator app. Download now
After you install the Microsoft Authenticator app on your device, choose "Next".
I want to use a different authenticator app
Next

See page 2 for Detailed instructions

Add account and scan QR code

6 Secure your account: Option 2 – Phone (Text or Call)

I want to set up a different method

Choose a different method ✕
Which method would you like to use?
Phone ▾
Cancel   Confirm

Phone
You can prove who you are by answering a call on your phone or texting a code
What phone number would you like to use?
United States (+1) ▾   9700000000
◉ Text me a code
◯ Call me

7 Update your password
Minimum 8 characters
3 of 4 of the following
- Lowercase
- Uppercase
- Numbers
- Symbols

Microsoft
autumn.ash@so-ute.com
Update your password
You need to update your password because this is the first time you are signing in, or because your password has expired.
••••••••
••••••••••••
••••••••••••••••
Sign in

8 Enjoy the Portal!

* Account verification can take 1 or more business days

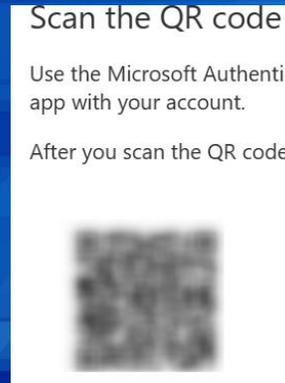# Secure Your Account with Authenticator

Download Microsoft Authenticator *

Apple Store: https://apps.apple.com/us/app/microsoft-authenticator/id983156458

Google Play: https://play.google.com/store/apps/dtails?id=co.azure.authenticator
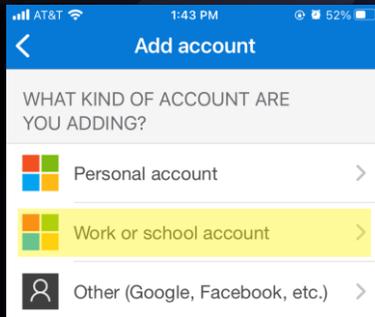
Desktop: Scan the QR code

Mobile: Click Pair your account

Pair your account to the app by clicking this link.

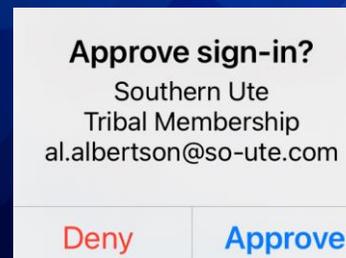**Click the + symbol to add account**

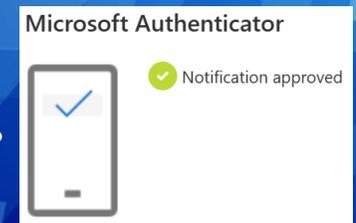Choose Work or school account

Approve the notification

Congratulations!

You have secured your account!

* Choose I want to use a different authenticator app if you want to use Google Authenticator