



Southern Ute Indian Tribe

# SOUTHERN UTE TRIBAL MEMBER PORTAL ACCOUNT

Step-by-step process to request, set up, and use your  
Tribal Member account



TRIBAL MEMBER EXPERIENCE HELP CENTER

## Step 1: Request your account

**First-time users: Click ‘Enroll’ and complete the Tribal Member Access Request form.**

Attention! Account holders must be an enrolled Southern Ute tribal member, 18 years of age and older.

Welcome to the Southern Ute Tribal Member Experience Help Center

First time logging in? Enroll Now

ENROLL

Welcome back!

SIGN IN

## Step 2: wait for approval



Approval may take 1 or more business days.



Check your email and spam folder.



Please be patient.

## Step 3: Open the portal



Go to: <https://soute.sharepoint.com>



## Step 4: Sign in

Use your new so-ute.com email and temporary password that you received in your recovery email. Type the temporary password exactly as shown in your email.



Microsoft

← john.doe@so-ute.com

**Enter password**

\*\*\*\*\* |



[Forgot my password](#)

**Sign In**

# Step 5: Secure your account

Choose ONE method:

## Option 1: Microsoft Authenticator

Approve sign-in notifications on your phone.

## Option 2: Phone verification

Receive a text or phone call, then enter the code.

**Both methods protect your account.**

# Account Security Options

# Secure Your Account

## Option 1: Microsoft Authenticator

- 1



Download Microsoft Authenticator.
- 2



Tap + on the top right corner, then choose Work or school account.
- 3



Scan the QR code, or tap the pairing link on your phone.
- 4



Tap Approve when the notification appears.

## Option 2: Phone verification

- 1

Choose Text message or Phone call.

Choose a different method

Which method would you like to use?

Phone

Cancel

Confirm

- 2

Enter your phone number.

Phone

You can prove who you are by answering a call from your office or a code on your phone.

What phone number would you like to use?

United States (+1)979000000

Text me a code

Call me

- 3

Enter the code you receive.

Enter code

We tested your phone + 979000000. Please enter the code.

123456

More information

Cancel

Verify

# Step 6: Reset your password

Follow these steps to create a secure password and finish signing in.

## 1. PASSWORD REQUIREMENTS

Your password must be at least 8 characters long.

Use any 3 of these 4 character types:

- ✓

Uppercase letters  
(A-Z)
- ✓

Lowercase letters  
(a-z)
- ✓

Numbers  
(0-9)
- ✓

Symbols  
(Special Characters)

Save your password somewhere safe.

## 2. UPDATE YOUR PASSWORD



Microsoft

john.doe@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

Current password

New password

Confirm password

Sign In

## 3. FINISH

You are ready to use the portal!

Go to: <https://soute.sharepoint.com>



Southern Ute Indian Tribe

# Thank You

For Joining the Tribal Member Portal

**You have successfully set up your Southern Ute Tribal Member Portal account.**

If you need help or have questions, please do not hesitate to contact one of our SUDEP team members.  
We are here to support you.

**Call us at (970) 563-5555**

**email: [sudepservice@southernute.com](mailto:sudepservice@southernute.com)**