



## My.Alutiiq.com User Process Documentation (2019)

My.Alutiiq is an employee portal that provides a variety of staff resources. To use My.Alutiiq, employees must create an account by registering.

### To Register

To create an account, visit My.Alutiiq.com and click either “Registering” in the top text or “Register as a new user?” near the bottom. You will be prompted to provide three pieces of information:

1. Your employee number
2. The last 4 digits of your Social Security Number
3. Your date of birth.

After you submit the form, a confirmation email will be sent to the email you provided (either a @alutiiq.com, @afognak.com, or one of your preference). Once you have completed this process then you have successfully registered with My.Alutiiq.

### Troubleshooting after you are registered

#### 1. Forgotten password

- Click on the link that says “Forgot your password?”
- Type in the email address that you used when registering your account
- Watch for an email that provides a link for you to reset your password

#### 2. Forgotten username

- Click on the link that says “Forgot your Username?”
- Type in the email address that you used when registering your account
- Watch for an email with your username

#### 3. Changing preferred email address

If you have forgotten your registered email or need to request it be changed, submit a ticket to the help desk.

#### 4. Using “Login with Okta”

Only users with a corporate-connected Okta account can use the “Login with Okta” button. For those users, the login info is the same as your Windows sign in. If Okta does not work for you, you can login with the username/password combination you set when you registered with My.Alutiiq, or you can submit a helpdesk ticket for Okta support.