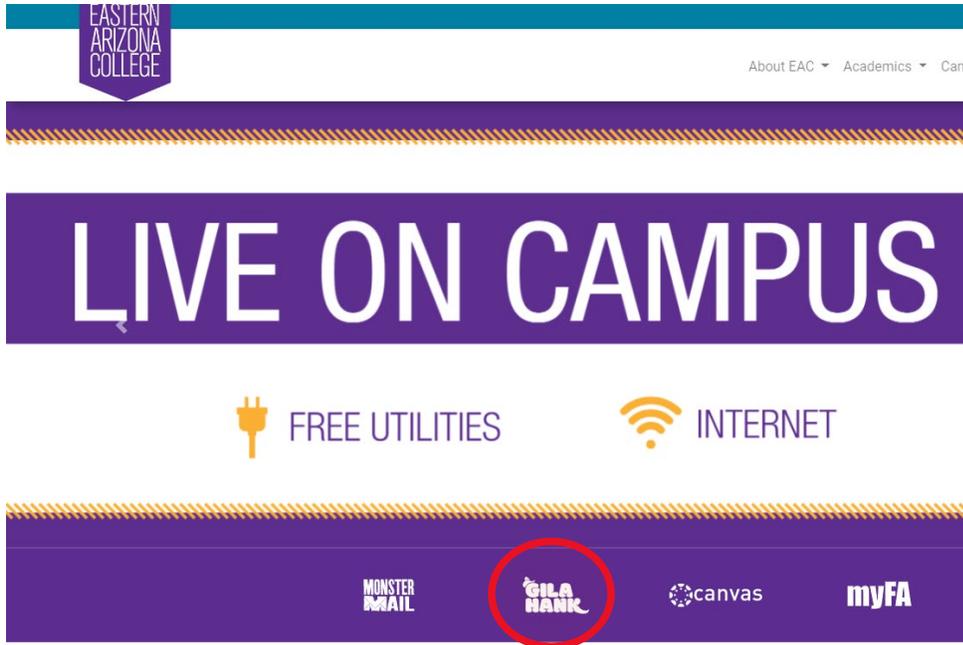
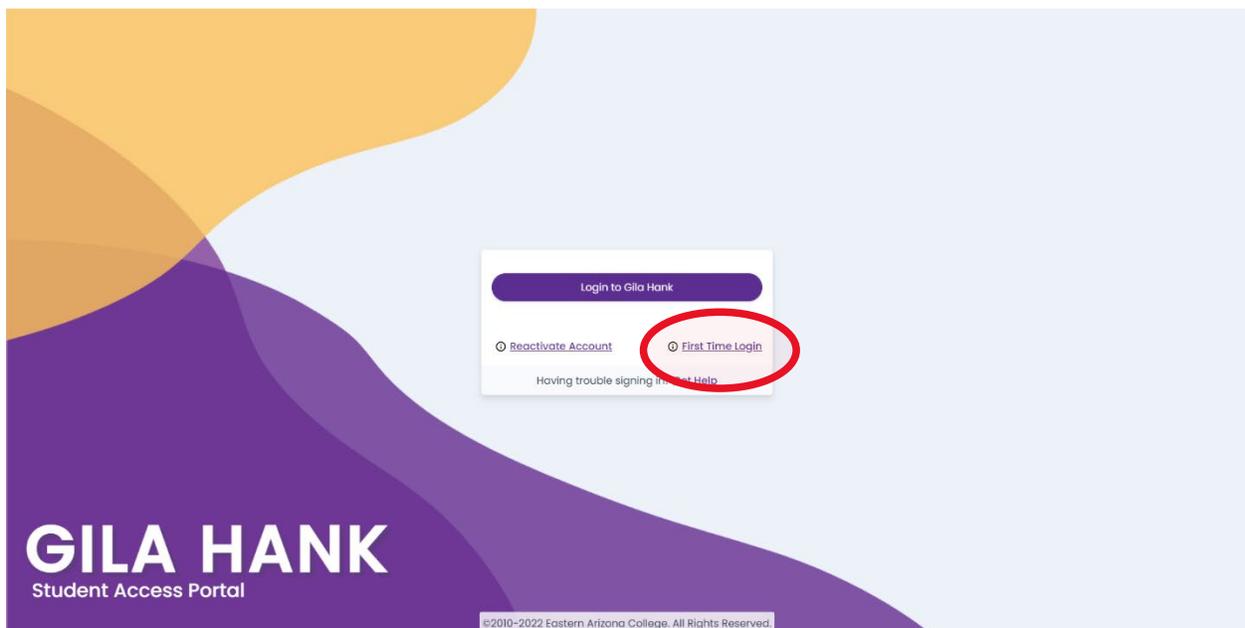


## First Time Login for Gila Hank Online

To access Gila Hank Online, go to <https://gilahank.eac.edu> or click on the Gila Hank Online logo on EAC's main webpage <https://www.eac.edu> (circled in red below).



This will bring up the main Gila Hank Student Access Portal.



Click on First Time Login, which brings up (you guessed it) the First Time Login page.

## First Time Login

New students that have never logged into Gila Hank can use the form below to set their password. Once your account password is set you can then login to Gila Hank.

**Verify your identity**

Monster ID

Birthdate (MM/DD/YYYY)

Student ID or SSN

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**Set your password**

- Your password must be at least 15 characters long  
- We recommend using at least one number, uppercase letter, lowercase letter, and symbol

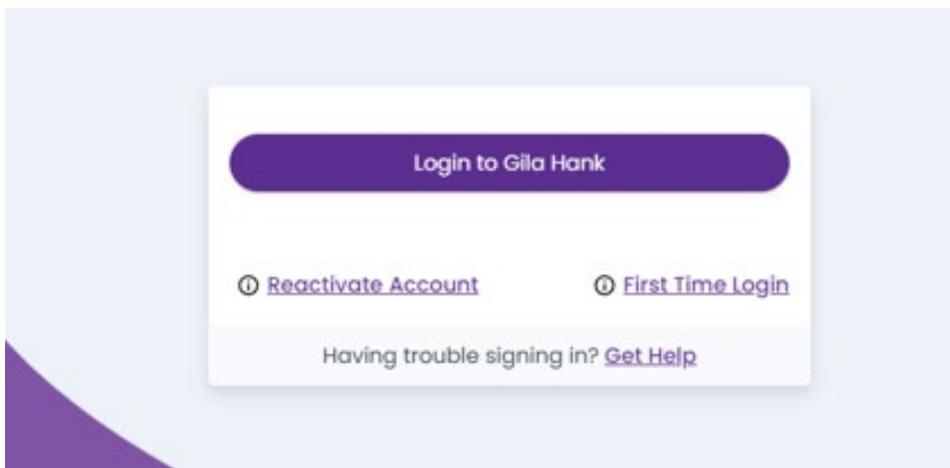
New Password

Confirm New Password

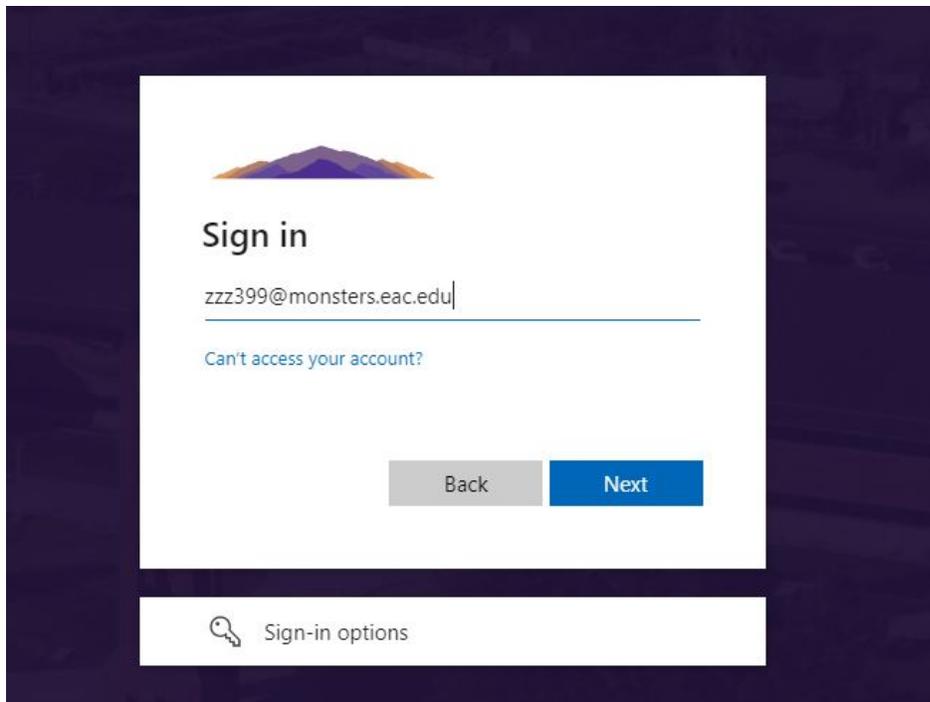
As you can see, you will need three pieces of information to ‘activate’ your Gila Hank Online account. If you haven’t received your Monster ID or Student ID from EAC via email or mail, you can contact the EAC Records and Registration Office for assistance at 928-428-8270 or 1-800-678-3808 x8270.

Once you have the necessary information, enter them into the proper fields and then choose your password. Make sure the password you choose meets the complexity requirements as listed and enter it in both the New Password and Confirm New Password fields. Click Submit.

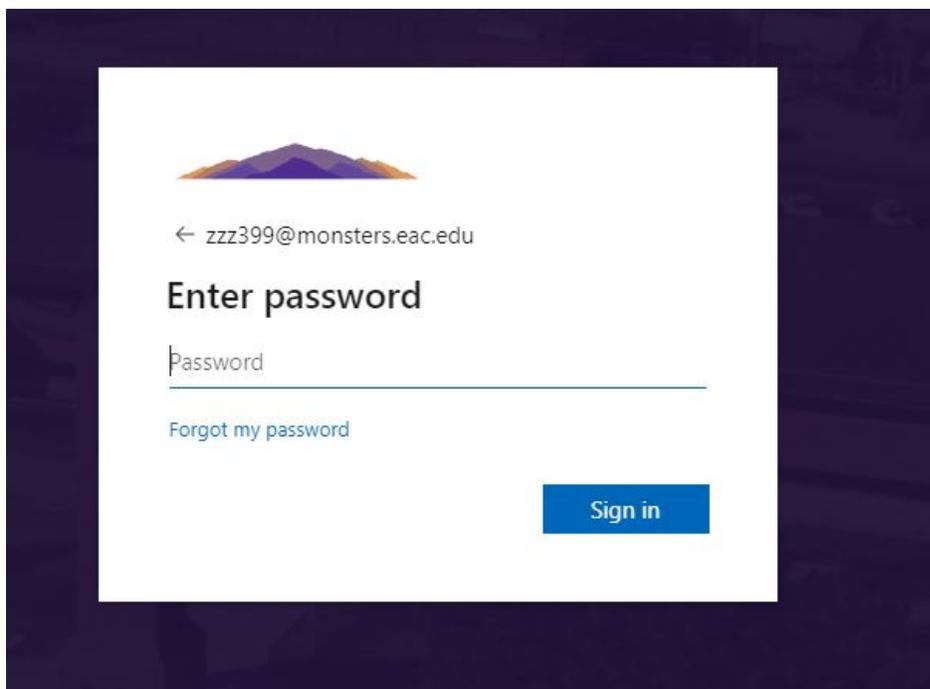
If the information you entered is correct and the passwords match and are strong enough, you’ll receive the message, “Your password has been set. You can now proceed to login to Gila Hank using your new password.” Behind the scenes, a Microsoft 365 account just got created for you which you’ll now use to log into Gila Hank Online. You should be back to the Gila Hank Student Access Portal page.



Click the purple Login to Gila Hank button and you’ll be prompted to sign in.

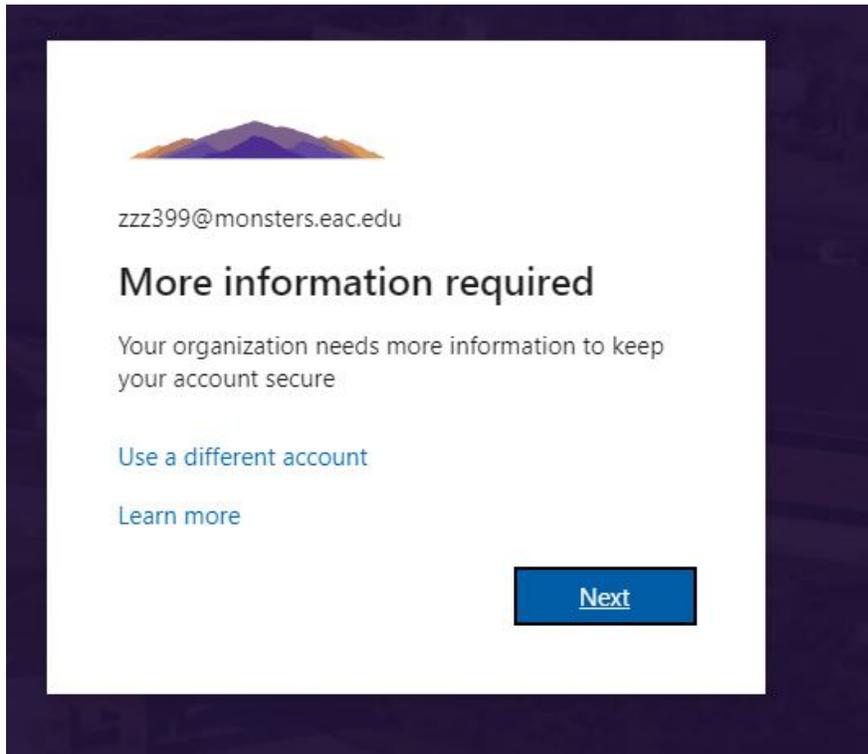


As you can see from the example above, the Login is wanting an email address as your username. This is easy to get as it is your Monster ID plus “@monsters.eac.edu” so if your Monster ID is zzz399, your MonsterMail email address will be [zzz399@monsters.eac.edu](mailto:zzz399@monsters.eac.edu). Enter your MonsterMail email address and click the Next button.

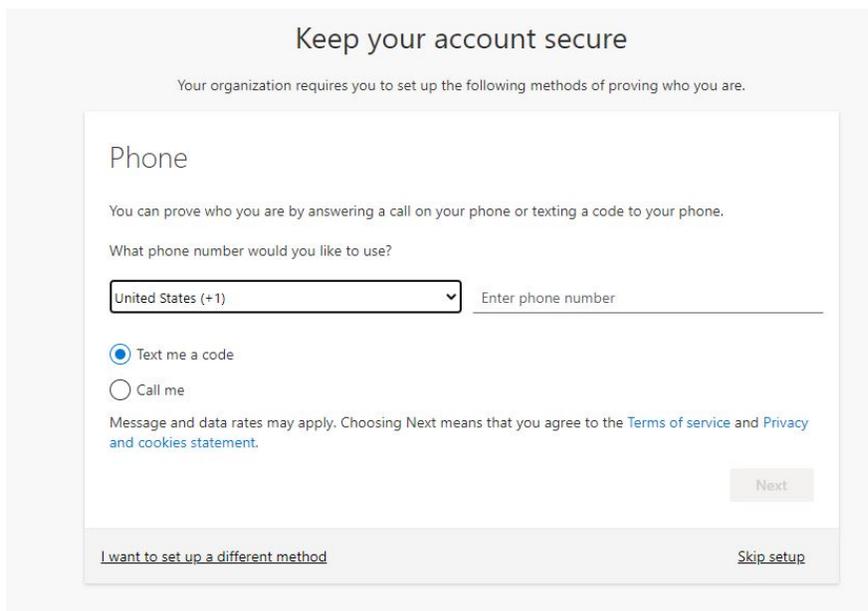


Time to enter the password you chose during the First Time Login process and click the Sign In button.

You may now see a “More information required” pop up that looks similar to this.



Don't let it keep you in suspense. Click that Next button and you'll see the Keep your account secure message.

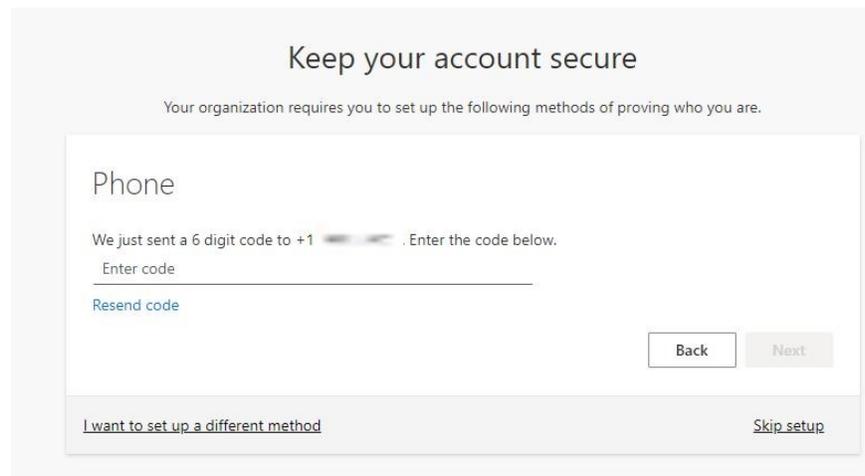


To better protect your Microsoft 365 account, EAC wants you to add a method to your account that Microsoft can use to validate who you are if it detects anything suspicious such as logging in from a new device or location. The good news is that these methods can also be used by you to reset your password if needed at any time without needing to call anyone at EAC or Microsoft.

Sounds good, but maybe right now isn't the most convenient time for you to enter this information. If that's the case, click the [Skip setup](#) link in the lower right corner and skip ahead in these directions to the part that speaks about Staying signed in.

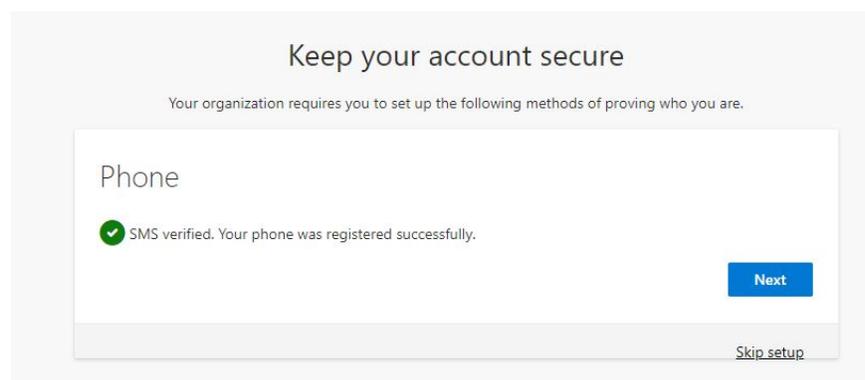
If you want to better secure your account now though, fill out your mobile phone information in the field provided or click on the [I want to set up a different method](#) link in the lower left corner to add a personal email address or a choice of authenticator apps instead.

For the purposes of this documentation, we'll use the recommended default method and enter our mobile phone number (including area code) into the Enter phone number field, choose whether we want to be texted a code or receive an automated voice message and click the Next button.



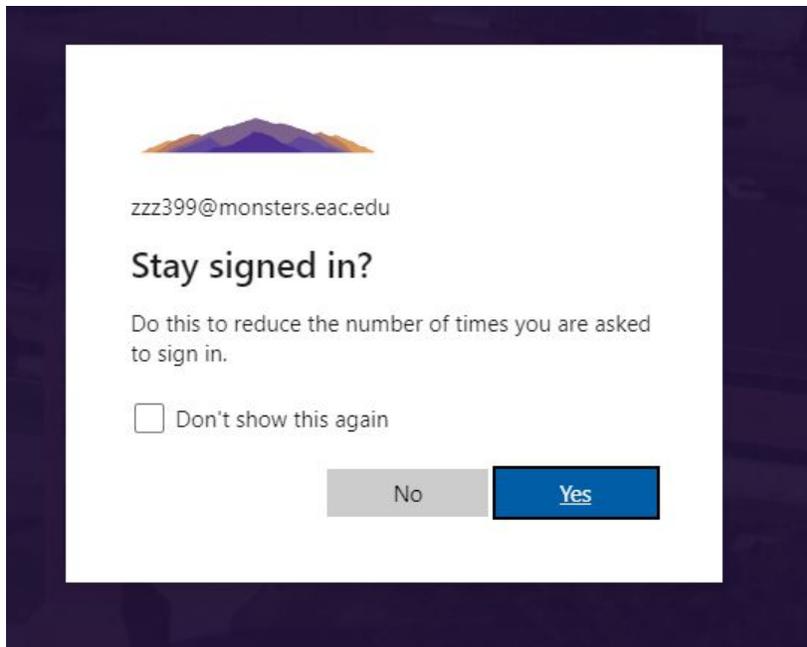
The screenshot shows a web interface titled "Keep your account secure" with the subtitle "Your organization requires you to set up the following methods of proving who you are." Below this is a white box with the heading "Phone". The text inside says "We just sent a 6 digit code to +1 [redacted]. Enter the code below." There is an input field labeled "Enter code" and a blue link "Resend code". At the bottom right of the white box are "Back" and "Next" buttons. At the bottom of the entire screen are two links: "I want to set up a different method" on the left and "Skip setup" on the right.

Once you receive the texted code, enter it in the new window above and click the Next button.



The screenshot shows the same "Keep your account secure" interface. The "Phone" section now displays a green checkmark icon and the text "SMS verified. Your phone was registered successfully." The "Next" button is now highlighted in blue. The "Skip setup" link remains at the bottom right.

You'll now see a confirmation message about SMS (texting) verified and if you click the Next button, you'll get a Success! message on setting up your security info. Great job! Click the Done button to continue the sign in process which brings us to the prompt asking you if you want to "Stay signed in?".



If you are on your personal device (computer, tablet, phone, etc.) that you will be the only one using, then choose Yes. Not only will this allow you to open up Gila Hank Online more easily in the future, it will also allow you to access other electronic resources at EAC that authenticate against your Microsoft 365 account without having to log in as much. If you use a different device and/or browser though, you'll need to authenticate again and make the same choice above regarding staying signed in as Microsoft sees these as different 'sessions'.

If you're on a public kiosk computer, a friend's smart phone, or some other device that you're not the only user of, you'll want to choose No to the question of Staying signed in. Not only that, but when you're done using the device for your purposes, it would be smart to close the browser (and log out of the device when able).

In any case, whether you've clicked No or Yes, you should now be in Gila Hank Online!

Course	Days	Absences
You aren't registered for any classes.		
Fall 2022		

Course	Title
HPE104	PHYS COND/ASSESS I
Fall 2019	
HPE105	PHYS COND/ASSESS II
Spring 2021	
HPE204	PHYS COND/ASSESS III
Spring 2022	
HPE104	PHYS COND/ASSESS I