



TUSKEGEE UNIVERSITY
AVIATION SCIENCE

NEW FLIGHT STUDENT GUIDEBOOK



***The Aviation Science B.S. program is not currently approved for VA Education Benefits.**

2025 - 2026

GREETINGS FROM THE AVIATION SCIENCE PROGRAM DIRECTOR

Dear Student,

We are honored to welcome you to the Tuskegee University Aviation Science Program, where a proud legacy meets a bold future in flight. As one of the nation's newest collegiate Part 141 flight training programs, we are committed to providing you with safe, structured, and professional flight instruction that is both affordable and accessible.

From your first discovery flight to your final check ride, every member of our team—including instructors, administrators, faculty, and our flight training provider LIFT—is dedicated to your growth as a competent, confident, and career-ready aviation professional. You are not just learning to fly; you are stepping into a heritage rooted in excellence, leadership, and service that traces back to the legendary Tuskegee Airmen.

Our mission is to develop highly motivated students into exceptional pilots and leaders in the aviation industry. The Aviation Science curriculum, combined with FAA-certified flight training, is designed to provide you with the academic foundation and technical proficiency required to thrive in today's dynamic aerospace environment.

This Aviation Science Program New Student Guide is your introduction to the program's structure, expectations, and support services. You'll find essential details regarding required documents, equipment, training milestones, and departmental resources to support your journey from student pilot to certified professional. As a Tuskegee Aviation student, you are now part of a growing network of scholars and aviators who are shaping the future of flight.

Thank you for choosing Tuskegee University as your launchpad for a successful and impactful aviation career. We look forward to supporting you every step of the way and celebrating your achievements as you carry forward the legacy of excellence in aviation.

Welcome to the skies. Welcome to Skegee.



Sincerely,

Titus Sanders, ATP

Program Director

Aviation Science Program

Aerospace Engineer Department

Tuskegee University

Office: [\(334\) 727-8950](tel:3347278950)

Email: tsanders@tuskegee.edu



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DAY ONE DOCUMENTS

To ensure that you start training on time, you are required to bring the following documents to campus with you in August. Unfortunately, you won't be able to start training if the University & LIFT don't receive the required documents. Failure to produce the documents by the add/drop deadline will result in you being removed from the program and having to change your major.

All Aviation Science Students will participate in a one-day new student orientation led by LIFT Academy, which will occur within 14 days of arrival on campus. All documents will be collected during this event.

You MUST have the original, unaltered, versions of the following documents for verification:

**PROOF OF US
CITIZENSHIP OR
PERMANENT RESIDENT**

Unexpired passport OR an original birth certificate AND a valid government-issued photo ID

**FAA FIRST CLASS
MEDICAL CERTIFICATE**

Original copy of First-Class Medical

**FAA SCORE REPORT (IF
YOU HAVE COMPLETED
FAA WRITTEN EXAM)**

Original copy of FAA score report for your course(s) written exam and the endorsement if completed prior to your start date at LIFT

**PILOT CERTIFICATE (IF
YOU ALREADY HAVE
COMPLETED A RATING)**

Original copy of pilot certificate (applicable for those starting in Instrument/Commercial)

The information presented on all forms of ID must match exactly. Common issues include misspelled names, wrong birth dates, wrong eye, or hair color, not including “Jr” or “Sr” or “II” or “III”. The driver’s license or US Passport **MUST MATCH** your birth certificate at the time of inprocessing. If your birth certificate or passport lists your official legal name as “James Robert Smith”, your driver’s license **MUST** say “James Robert Smith”, not “Jim R. Smith”, “J.R. Smith”, or “Jim Bob Smith”. If it does not match, go to your local DMV and get a corrected driver’s license before showing up for inprocessing.

Ensure when you put data into the web databases for both your FAA medical and your FAA Student Pilot License that **YOU USE YOUR FULL LEGAL NAME** as it is or will be on your driver’s license or US Passport – you may be disenrolled from the course if your documents do not match.



FAA MEDICAL CERTIFICATES

If your FAA First Class Medical Certificate expires while on campus you will be required to obtain another first-class medical certificate before continuing in flight training. BasicMed certificates (FAA Class II or Class III Certificates) are unacceptable for flight training at Tuskegee University. Below is a list of Aviation Medical Examiners (AMEs) in the Tuskegee area. You may also visit <http://www.faa.gov/pilots/amelocator/> or <http://flightphysical.com/> to search for AMEs in your area. Upon scheduling your appointment, you will be prompted to visit <http://medxpress.faa.gov/> and fill out an electronic application for the certificate prior to the physical exam. Please see pages 5 & 6 for in-depth instructions on filling out this application.

Local Aviation Medical Examiners

<p>Richard Freeman, MD Pediatric Associates of Auburn 2901 Corporate Park Drive Opelika, AL 36801</p>	<p>FAA Class I Medical - \$175</p>	<p>(334) 203-1766</p>
<p>Frank Gogan, MD 1030 Woodley Road Montgomery, AL 36106</p>	<p>FAA Class I Medical - \$200 Eye Exam - \$50 EKG - \$50</p>	<p>(334) 832-1914</p>

Prices are subject to change at any time. Please call the physician's office directly with any questions. ECGs are only necessary for a 1st Class Medical when you turn 35 years old and then once a year after age 40.



MEDICAL FAQ

Do I need 20/20 vision to fly?

No, but it must be correctable to 20/20 vision. You are permitted to fly with corrective lenses.

Do I need an FAA Medical Certificate?

Yes, in order to begin flight training at Tuskegee University you must obtain a Class I Medical Certificate from a designated Aviation Medical Examiner (AME). Find AME listings on the [FAA's AME Locator](#).

If I have a color deficiency, can I get an FAA Medical?

Yes, but you must contact the Civil Aerospace Medical Institute (CAMI) office at (405) 954-4821 and request a Signal Light Test. CAMI will set up an appointment for you to visit the nearest FAA Flight Standards District Office (FSDO).

Where can I obtain an FAA Medical Certificate?

Click this link to find the nearest FAA Aerial Medical Examiner [FAA's AME Locator](#).

Why isn't a 2nd or 3rd Class FAA Medical Certificate sufficient enough to train at Tuskegee University?

When you decide to do your training at the Tuskegee University Aviation Program, we know that your goal is to become a Commercial Pilot. To be a Commercial Pilot, the FAA requires that you have a FAA 1st Class Medical Certificate. We want to ensure that you meet the requirements to be a commercial pilot before you begin any of your flight training.

Are there height and weight restrictions on students who want to conduct flight training at Tuskegee University?

Due to aircraft operational limitations, students taller than 6'3" or weighing more than 240 lbs. may not be able to operate our training aircraft and, as such, may not be able to successfully complete all flight training at Tuskegee. All students must be able to sit in the aircraft and reach all controls.

Can I fly if I have a history of ADHD?

For individuals who have a history of ADHD or use of ADHD medications*, there are two possible evaluation paths: Fast Track and Standard Track. For information on the different tracks, any required testing, and specific documentation needed, please visit [Learn more about ADHD Policies](#).



MEDEXPRESS GUIDE

Before scheduling your FAA Medical Exam Students will have to complete a MedExpress Profile at <https://medxpress.faa.gov/MedXpress/Disclaimer.aspx>

Account Help

FAA MedXPress

Release 5.2.0

The FAA MedXPress system allows anyone requesting an FAA Medical Clearance or Medical Certificate to electronically complete an application. Information entered into MedXPress is available to your FAA-designated Aviation Medical Examiner (AME) for review at the time of your medical examination.

NOTE: A medical examination by an AME is required to complete the medical clearance/certification process.

Existing User

Email Address

Password

[Forgot Your Password?](#)

Are You a New User?

Account Help

FAA MedXPress

Release 5.2.0

Request An Account

Complete the form below to request an FAA MedXPress account. An e-mail containing your initial password and instructions for completing the Account Request process will be sent to the address provided.

***Indicates Required field**

Last Name: *

First Name: *

Middle Name:

Email Address: *

Confirm Email Address: *

Security Questions

1: *

2: *

3: *

Security Answers

Answer 1:

Answer 2:

Answer 3:



MEDEXPRESS

3: * Select one question

Answer 3: Answer 3

You must read and accept the Privacy Act Statement below in order to proceed.

Privacy Act Statement (5 U.S.C. § 552a, as amended):

Authority: Information solicited by the FAA Form 8500-8 "Application for Airman Medical Certificate or Airman Medical and Student Pilot Certificate" is collected under the authority of 49 U.S.C. §40101, 40113, 44701-44703, and 44709 (1994) formerly codified in the Federal Aviation Act of 1958, as amended, and Title 14, Code of Federal Regulations (CFR), part 67, Medical Standards and Certification.

Purpose: The purpose of collecting the name, date of birth, mailing address, telephone number, citizenship, occupation, and employer's information is to process the applicant's request for an FAA Medical Clearance or Medical Certificate. Providing their social security number is optional and if provided will be used for proper identification of the applicant.

Routine Uses: The information collected will be included in the system of records notice DOT/FAA 856, Airmen Medical Records and will be subject to the published routine uses including:

1. Sharing of information with the National Transportation Safety Board (NTSB) for purposes of investigating accidents and incidents involving certificated airmen;
2. Sharing with the general public information relating to an individual's eligibility for medical certification, requests for exemptions from medical requirements, and requests for review of certificate denials;
3. Sharing personal information of airmen with other federal agencies for the purpose of verifying the accuracy and completeness of medical information provided to FAA;
4. Sharing past medical certification history with AMEs, so they may render the best medical certification decision regarding airmen;
5. Providing information about airmen to Federal, State, local and Tribal law enforcement agencies when engaged in an official investigation in which an airman is involved;
6. Sharing records of an individual's positive drug test result, alcohol test result of 0.04 or greater breath alcohol concentration, or refusal to submit to testing required under a DOT-required testing program, available to third parties, including employers and prospective employers of such individuals. Such records will also contain the names and titles

I have read and accept the Privacy Act Statement.

Submit



Federal Aviation
Administration

theofficialapprove@gmail.com | Contact Us | Log Out

Home Account Help

FAA MedXPress

Release 5.2.0

You are currently logged into FAA MedXPress System as theofficialapprove@gmail.com.

Start New Application

FAA.gov | Privacy Policy | Web Policies & Notices | Site Map | Contact Us | Frequently Asked Questions | Forms

Readers & Viewers: PDF Reader



MEDEXPRESS

Federal Aviation Administration
theofficialappreview@gmail.com | Contact Us | Log Out

Home **Form 8500-8** Account Help

FAA MedXPress

Release 5.2.0

Accurate responses to the following question(s) will help ensure your application is routed and processed in the most efficient and timely manner.

1. Why are you applying for a Medical Certificate or Clearance?

Required for my employment
 All Other

Back Start Over Cancel **Next**

FAA.gov | Privacy Policy | Web Policies & Notices | Site Map | Contact Us | Frequently Asked Questions | Forms
Readers & Viewers: PDF Reader

Federal Aviation Administration
theofficialappreview@gmail.com | Contact Us | Log Out

Home **Form 8500-8** Application Status Account Help

FAA MedXPress

Release 5.2.0

General Demographics Prior Certification Medication Medical History Medical Visits Declarations

8500-8 Instructions

General

Exam Type: Pilot (non FAA) - Airman, Non-FAA Air Traffic Controller, etc.

1 Application For
 Airman Medical Certificate Airman Medical & Student Pilot Certificate

2 Class of Medical Certificate Applied For
 1st 2nd 3rd

Save And Complete Later Cancel My Application Check For Errors **Next**

FAA.gov | Privacy Policy | Web Policies & Notices | Site Map | Contact Us | Frequently Asked Questions | Forms

Select Next and continue to complete each section until you reach Declarations



MEDEXPRESS

Declarations 8500-8 Instructions

Exam Type: Pilot (non FAA) - Airman, Non-FAA Air Traffic Controller, etc.

20 Applicant's National Driver Register and Certifying Declarations:

I hereby authorize the National Driver Register (NDR), through a designated State Department of Motor Vehicles, to furnish to the FAA information pertaining to my driving record. This consent constitutes authorization for a single access to the information contained in the NDR to verify information provided in this application. Upon my request, the FAA shall make the information received from the NDR, if any, available for my review and written comment. Authority: 23 U.S. Code 401.

Note: ALL persons using this form must sign it. NDR consent, however, does not apply unless this form is used as an application for Medical Certificate or Medical Certificate and Student Pilot Certificate.

I hereby certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge, and I agree that they are to be considered part of the basis for issuance of any FAA certificate to me. I have also read and understand the Privacy Act statement that accompanies this form.

Yes No

NOTICE

Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or who makes any false, fictitious or fraudulent statements or representations, or entry, may be fined up to \$250,000 or imprisoned not more than 5 years, or both. (18 U.S. Code Secs. 1001; 3571).

Your application is not complete until you click the "Submit My Application" button and enter your password when prompted. To cancel the application please click the "Cancel My Application" button below.

[Submit My Application](#)

[Previous](#) [Save And Complete Later](#) [Cancel My Application](#) [Check For Errors](#)

You submitted your application on 11/16/2017. Your application will expire on 01/15/2018.

Your confirmation number is **951900003539**

Take your confirmation number to your FAA exam. Without it, your AME will not be able to retrieve your application.

To view, print, or save your submitted application, click the Completed Application button to display it in PDF format.

Please print the PDF application and take it to your exam.

Warning: If you are accessing MedXpress from a public or shared computer, it is recommended that you do not display the PDF version of the application. The file will be stored in the temporary internet files folder and may be accessible by others.

[Completed Application](#)

**Write this number down and
bring with you to your FAA AME
Appointment**



MISSION STATEMENT

The Tuskegee University Aviation Science Program is dedicated to cultivating the next generation of aviation professionals through innovative education, cutting-edge technology, and a commitment to excellence. Rooted in the legacy of the Tuskegee Airmen, we strive to foster diversity, leadership, and integrity within the aviation industry. Our mission is to provide students with the knowledge, skills, and ethical foundation necessary to excel in all facets of aviation, while empowering them to be pioneers in an ever-evolving global aerospace landscape. We are committed to preparing graduates who will not only succeed professionally but also inspire positive change in their communities and beyond. Our goal is to become a leader in producing the next generation of aerospace professionals guiding innovation in our community and nation.

Program Education Goals

Our goal is to:

PEG 1: Professional Competence and Lifelong Learning

Develop commercial and future military pilots who demonstrate a high level of technical knowledge, safety awareness, and professionalism in aviation and will pursue lifelong learning and certifications to adapt to advancements in the aerospace industry. Graduates will possess FAA certifications and advanced knowledge of aviation science, actively seek professional development, and demonstrate continuous improvement in technical and safety standards.

PEG 2: Leadership and Ethical Responsibility

Develop commercial and future military pilots who will serve as ethical leaders and role models in the aviation industry, committed to integrity, diversity, and inclusion, while making meaningful contributions to their communities and organizations. Graduates will lead teams effectively, model ethical behavior, and contribute to a culture of accountability and inclusion in diverse aviation environments.

PEG 3: Innovation and Impact

Develop commercial and future military pilots who apply critical thinking, problem-solving, and innovative approaches to improve aviation systems, influence aviation policy, and promote sustainable growth in national and global aerospace sectors. Graduates will initiate or contribute to improvements in aviation systems or processes and engage in research, innovation, or advocacy efforts that shape the future of aerospace.



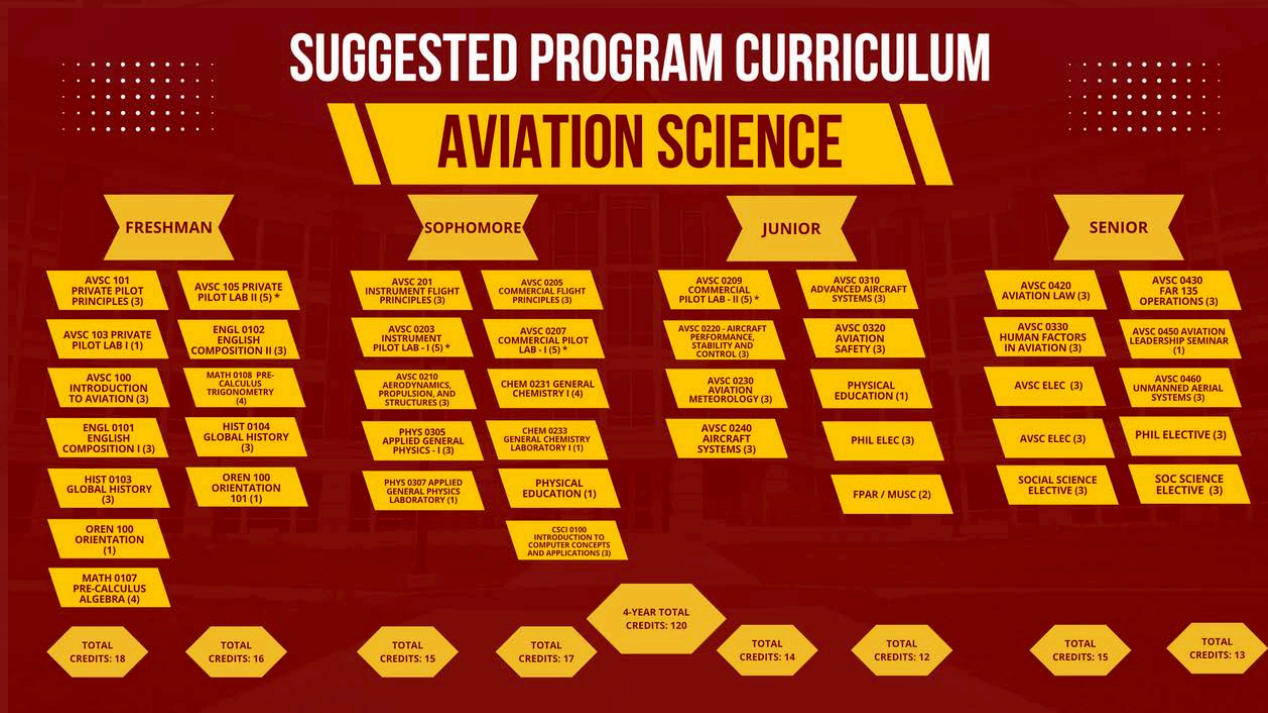
CURRICULUM IN AVIATION SCIENCE

Tuskegee University (TU) is an FAA-approved Part 141 pilot school. Flight operations are conducted at Moton Field (06A), located less than four miles from campus.

FAA certifications and ratings in the degree program include Private Pilot certification (ASEL), Instrument Rating - Airplane, and Commercial Pilot Certification (AMEL). Certified Flight Instructor, Airplane Single-Engine (CFI), CFI with Instrument-Airplane Rating (CFII), and CFI Airplane Multi-Engine (MEI) courses are also available.

For students enrolling at TU who already hold an FAA Private Pilot certificate and Instrument Rating - Airplane, FAA Commercial Pilot certification (AMEL) (AVSC 205, 207, and 209) MUST be completed at TU to earn the Aviation Science degree. Students enrolled in flight training coursework at TU must register for and complete all current and subsequent AVSC courses at TU.

FAA Restricted ATP (R-ATP) eligibility requires the completion of ground and flight training for the Instrument Rating – Airplane and Commercial Pilot certificate at TU. Ground and flight training for Private Pilot and Instrument Rating-Airplane completed at another FAA-approved Institution of Higher Learning (IHL) may be included in meeting FAA R-ATP reduced hours eligibility. NOTE: Multi-Engine is available as an add-on but is not considered part of the Aviation Science degree.



ACADEMIC STANDARDS AND PROGRESSION

To ensure the highest standards of academic and professional excellence, all students enrolled in the Aviation Science Program must earn a minimum grade of C in each course within the major and maintain an institutional GPA of 2.75 or higher. The Aviation Science curriculum is structured to support the step-by-step development of flight knowledge and skills. Therefore, students must successfully complete each course with a grade of C or better to move forward in the program sequence. Any course in which a student earns below a C may be repeated only once. If the student successfully passes the repeated course, they may continue progressing through the Aviation Science Program.

However, students who receive a grade below C in two or more major courses or whose institutional GPA falls below 2.75 will be required to meet with the Aviation Science Program Director. The student's academic standing will be reviewed at that point, and dismissal from the program may result.

Program Removal Policy

FAA Private Pilot Written Exam

Tuskegee University Students enrolled in AVSC 101 Private Pilot Principles must pass their FAA Private Pilot Written Examination before the course concludes. If the student fails their FAA Private Pilot Written Examination, they will receive an advisory meeting with their LIFT Advisor and the Aviation Science Program Director. A Plan of Action (POA) will be developed, and the student will be retrained by their Flight Instructor. A student must pass at least three practice written exams with a score of 90% or higher to be signed off for ANY written exam requiring an endorsement.

If a student fails the FAA Private Pilot Written Exam after three attempts, they will be removed from the program, resulting in a change of major.

Additional program removal information is located in the Tuskegee University Aviation Science Program Guide.



PROFESSIONAL APPEARANCE

Professional appearance and conduct are essential attributes of the professional pilot. Individuals not exhibiting the proper standards of hygiene will not be accepted as professional aviators; therefore, the time to start is now. No Student or Instructor will appear unkempt or disheveled while intending to execute flight duties. At no time should attire be worn with offensive or political graphics, images, logos, or text.

The flight training environment involves confined spaces and varying temperatures. Good personal hygiene and grooming are the proper starting point when preparing for a training event.

Hair and facial hair must be of a professional and neat style.

The following will be worn when participating in training events or at Moton Field:

The following are approved clothing items:

- Pilots will wear an appropriate Tuskegee University Aviation Science Program polo shirt.
- In the absence of a Tuskegee University AVSC polo, pilots may wear an appropriate LIFT polo shirt or a Single or two-color collared shirt that does not contain any logo or insignia larger than 1”.
- During summer months, students are permitted to wear any Tuskegee University T-shirt.
- The ROTC uniform may be worn.
- Pilots will wear dress or casual pants or shorts. (No denim, no holes, not frayed, no cargo shorts.)
- Pilots may wear denim pants on Fridays and weekends (no jean shorts).
- Pilots will wear closed-toed shoes. Dress or athletic shoes are allowed.



KEYS TO SUCCESS

Being on Time - There are no 10-minute grace periods to class, sim periods, ground school, or scheduled flight periods. Failure to show up on time repeatedly will result in counseling, fines (for flight training periods), and ultimately removal from the program.

Being Prepared: Review maneuvers, objectives, and the checklist before each lesson. Chair flying, extra studying, and additional visits to the sim will prepare you for success in this program.

Stay Ahead in Ground School - Start reviewing Sporty's, Plane English, and Avionica immediately. Understand FAA regulations, airspace, radio terminology, weather theory, and aerodynamics. The better your ground knowledge, the smoother your flight training will be.

Build a Strong Study Routine - Flight training demands practical and academic excellence. Set a consistent study schedule for FAA knowledge tests and aircraft systems.

Learn from Every Mistake - You will make errors—everyone does. Embrace them as learning opportunities. Maintain a positive attitude and focus on improvement, not perfection.

Network and Stay Involved - Join aviation clubs, attend aviation events, and connect with upperclassmen or mentors. Building a support system can help you stay motivated and informed.

Keep the Big Picture in Mind - Whether you aim to be an airline pilot, military aviator, or corporate pilot, remember why you started. Stay focused, be patient with your progress, and trust the process. This is a life changing opportunity.



NEW STUDENT SCHEDULES

All new students will receive access to TigerWeb where you can access your class schedule for the upcoming semester. Instructions on accessing TigerWeb were emailed to each of you by the Tuskegee University Admissions Team. Directions on how to access TigerWeb are also located on page 17 of this document.

The Aviation Science Program Director will build your schedule for your first two semesters at the University. Once your schedule has been completed, you will be able to view it on TigerWeb.

Incoming students who have not received their Private Pilots License when the semester begins will be enrolled in AVSC 100 Introduction to Aviation, AVSC 101 Private Pilot Principles, and AVSC 103 Private Pilot Lab I.

You will not fly during the first semester at Tuskegee. You must pass your Private Pilot FAA Written Exam while enrolled in AVSC 101 Private Pilot Principles before beginning AVSC 105 Private Pilot Lab II, the first course in which you will fly at Tuskegee for students who have not earned their Private Pilot Certificate.

You must also pass a Procedures Validation at the end of AVSC 103 Private Pilot Lab I before beginning flight training in AVSC 105 Private Pilot Lab II.

Advanced Credit for Pilot Certification

If you are in Private Pilot Training outside of the university and receive your Private Pilot License prior to arriving at Tuskegee, please notify the Aviation Science Director, Titus Sanders, immediately. You must bring a copy of your Private Pilot Certificate with you when you arrive on campus.

Incoming freshman and transfer students who have received their Private Pilots License prior to arriving at Tuskegee will be enrolled into AVSC 201 Instrument Rating Principles and AVSC 203 Instrument Rating Lab. These students will also be required to complete a transition to LIFT course which will precede the start of flight training for your instrument rating. This course may take up to the first two weeks of your instrument course to complete. The LIFT Transition course allows students the opportunity to familiarize themselves with procedures and the DA-40 aircraft.



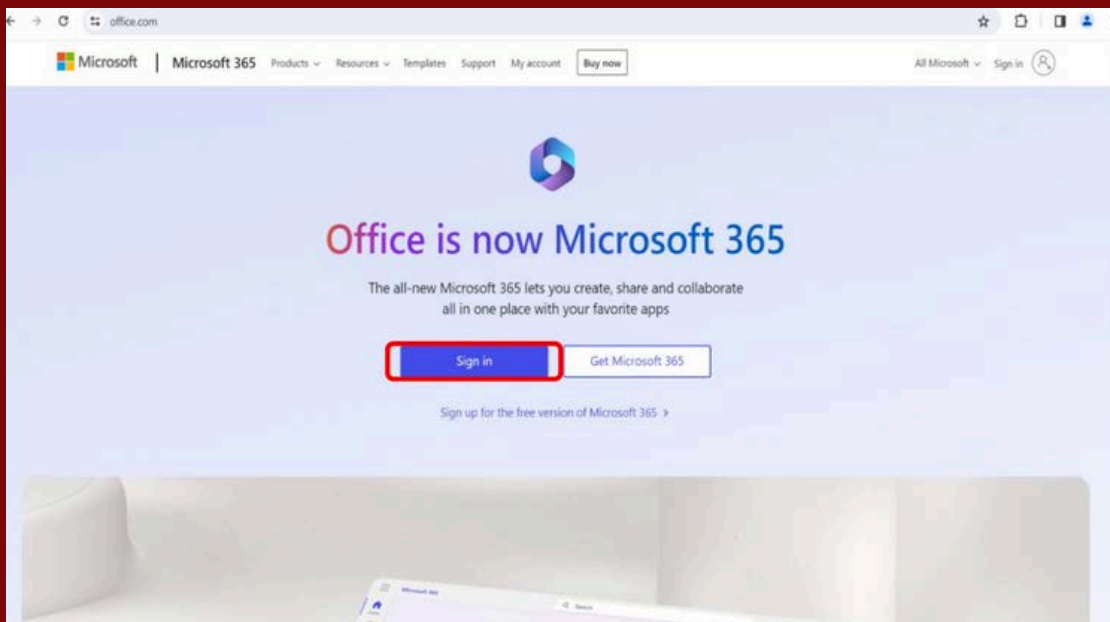
TIGERWEB ACCOUNT SETUP

How to Setup Multi-Factor Authentication

To ensure the security of your Tuskegee application accounts including email, you need to set up Multi-Factor Authentication (MFA). MFA requires that you complete two or more forms of authentication to access your accounts. By setting up MFA, you add an extra layer of security to your Microsoft 365 account sign-in. For example, you first enter your password and, when prompted, you also type a dynamically generated verification code provided by an authenticator app or sent to your phone.

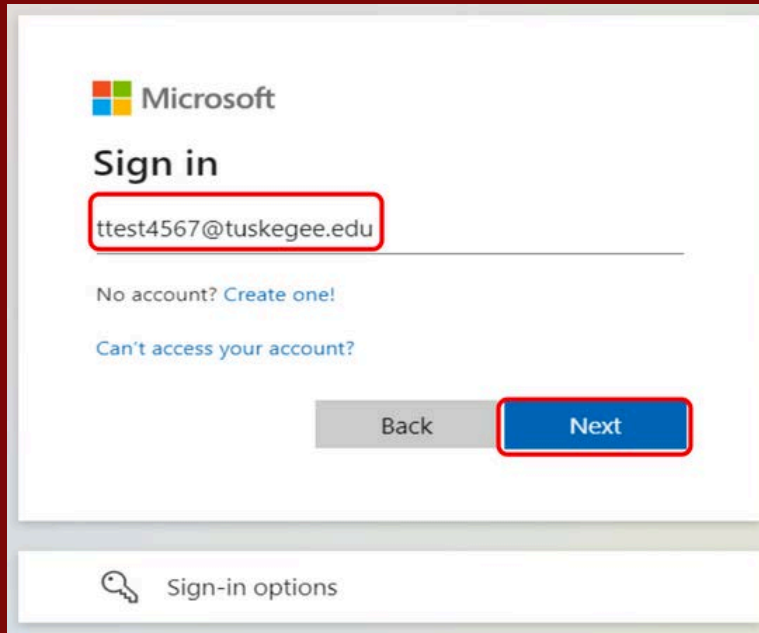
- To successfully set up MFA, you'll need:
 - A tablet or computer and
 - A smart phone.

Go to <https://office.com> and click on the **Sign in** button



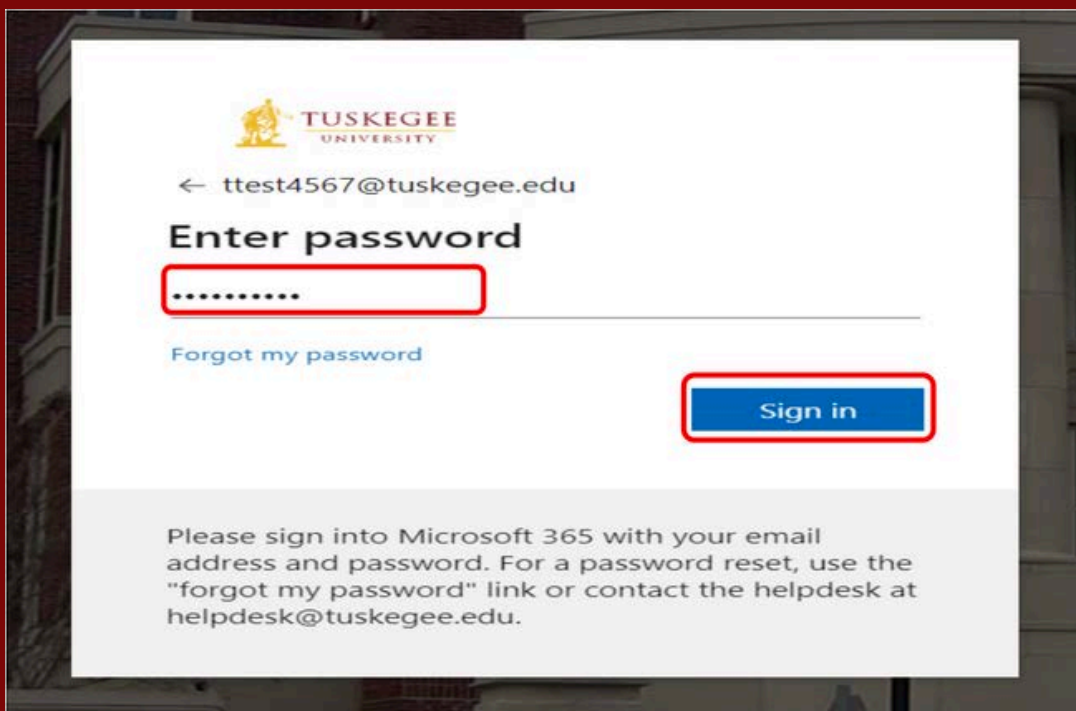
TIGERWEB ACCOUNT SETUP

Enter your Tuskegee issued email address and click Next



The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "ttest4567@tuskegee.edu", which is highlighted with a red rectangular border. Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the sign-in area, there are two buttons: a grey "Back" button and a blue "Next" button, with the "Next" button highlighted by a red border. Below the sign-in area, there is a section titled "Sign-in options" with a key icon.

Enter your password and click Sign in

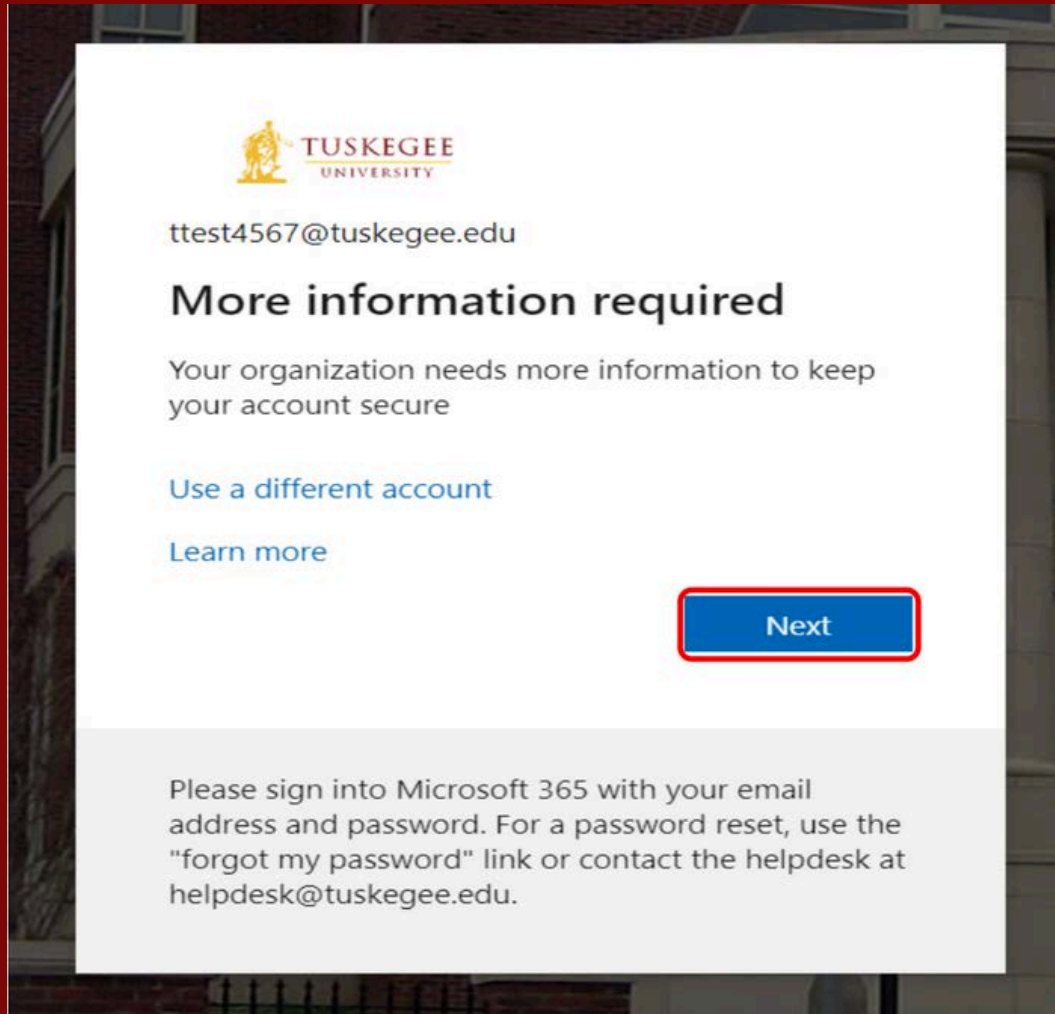


The image shows a password entry screen for Tuskegee University. At the top left is the Tuskegee University logo. Below it, the text "Enter password" is displayed. A text input field contains a series of dots representing a password, which is highlighted with a red rectangular border. Below the input field, there is a link "Forgot my password". At the bottom right of the sign-in area, there is a blue "Sign in" button, highlighted with a red border. Below the sign-in area, there is a paragraph of text: "Please sign into Microsoft 365 with your email address and password. For a password reset, use the 'forgot my password' link or contact the helpdesk at helpdesk@tuskegee.edu."



TIGERWEB ACCOUNT SETUP

You will see the More information required screen, click Next



In the next section, you will download the Microsoft Authenticator app to your smart mobile phone. If you are already using the Authenticator app on your phone, then downloading it will not be necessary. Please download the Authenticator app, it is represented by the following icon in your app store.

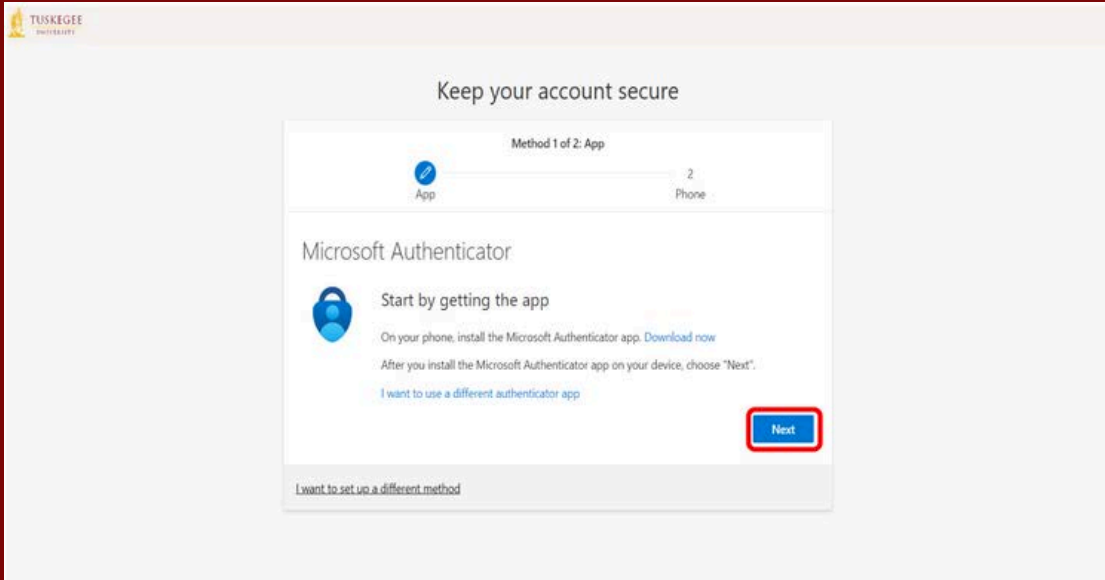


Install the Authenticator app on your phone. Launch the app and approve any permission requests by the application.

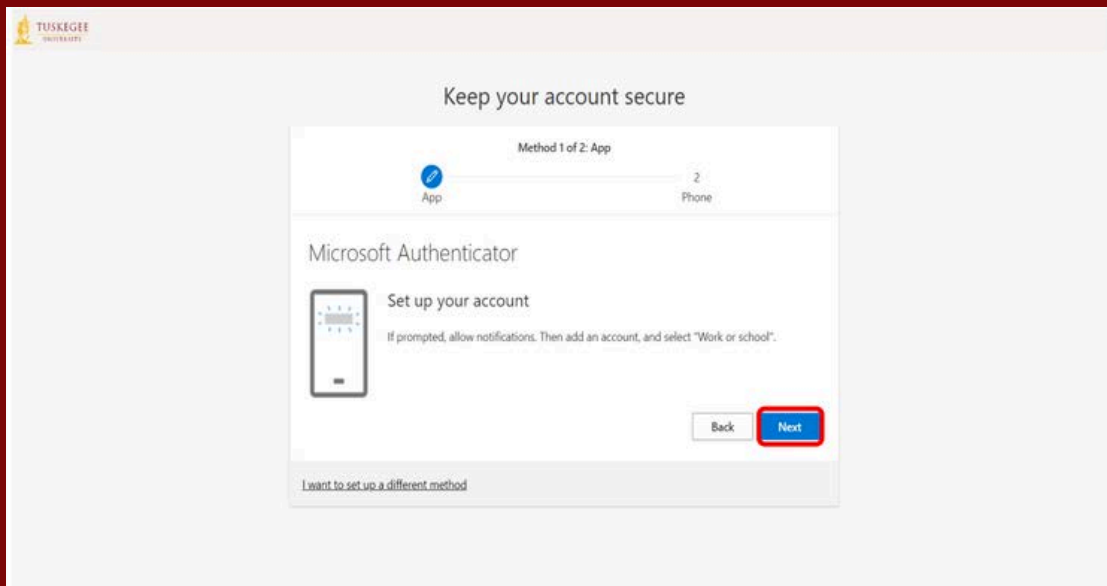


TIGERWEB ACCOUNT SETUP

On the Keep your account secure screen, click Next



On the next Keep your account secure screen, click Next again

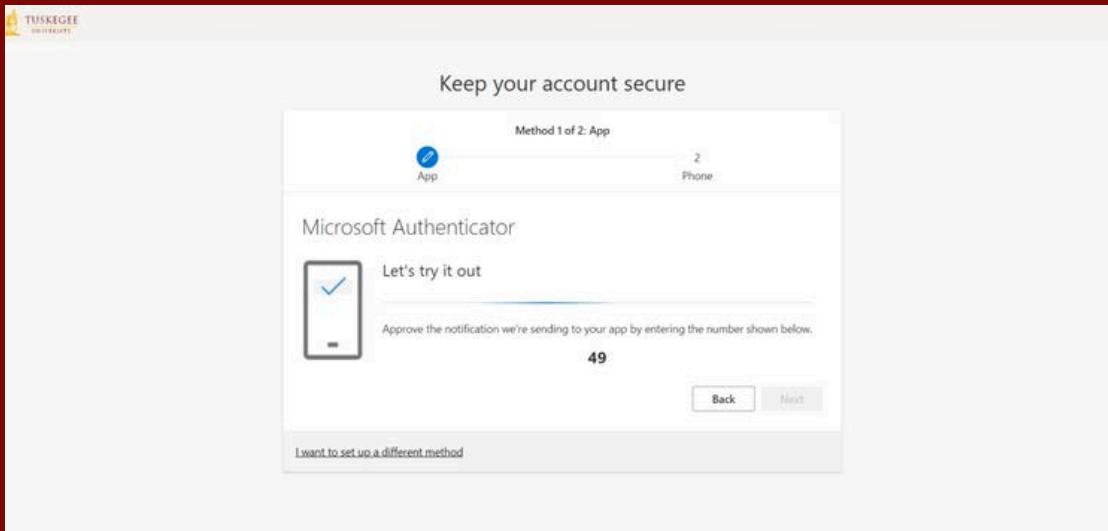


You will then be shown a QR code. Use the Microsoft Authenticator app on your phone to scan the QR code on your computer screen. This will uniquely link the authenticator app with your email account.

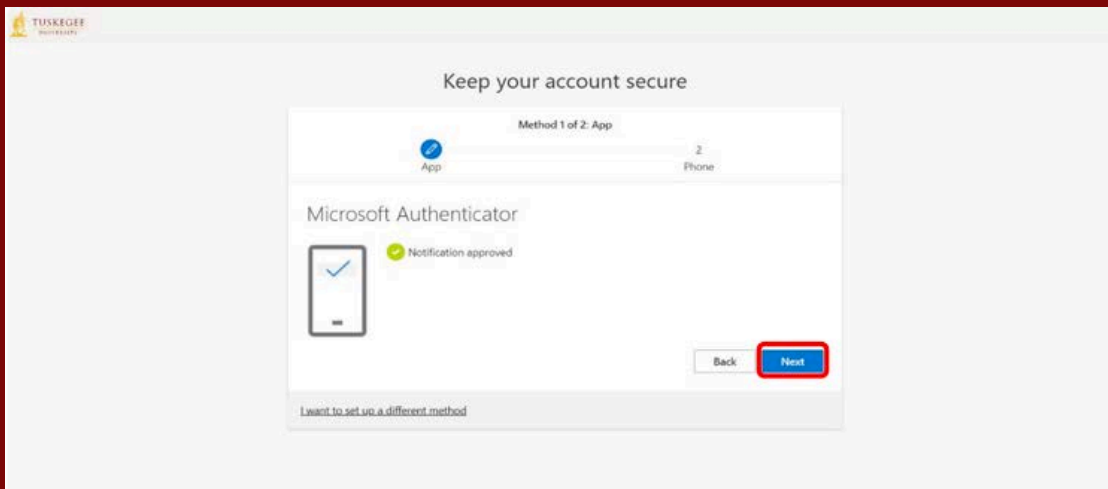


TIGERWEB ACCOUNT SETUP

After you scan the QR code, choose Next. A numeric code will be shown on your computer screen, enter that code in your authentication app on your phone and approve the authentication.



Click Next. This concludes the Authenticator set up portion of the process.

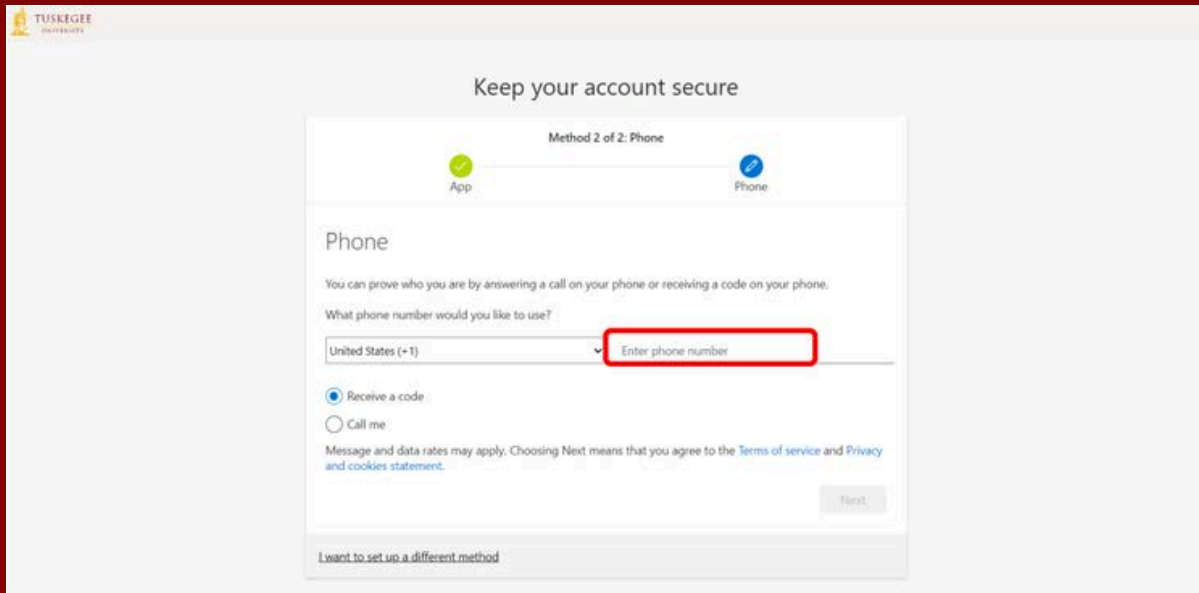


Next you will add your mobile phone number as an additional source for authentication.

Enter your mobile phone number in the field provided on screen and then select Receive a code or Call me to receive code via text message or a code via a voice call respectively, click **Next**



TIGERWEB ACCOUNT SETUP



TUSKEGEE UNIVERSITY

Keep your account secure

Method 2 of 2: Phone

App Phone

Phone

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

What phone number would you like to use?

United States (+1)

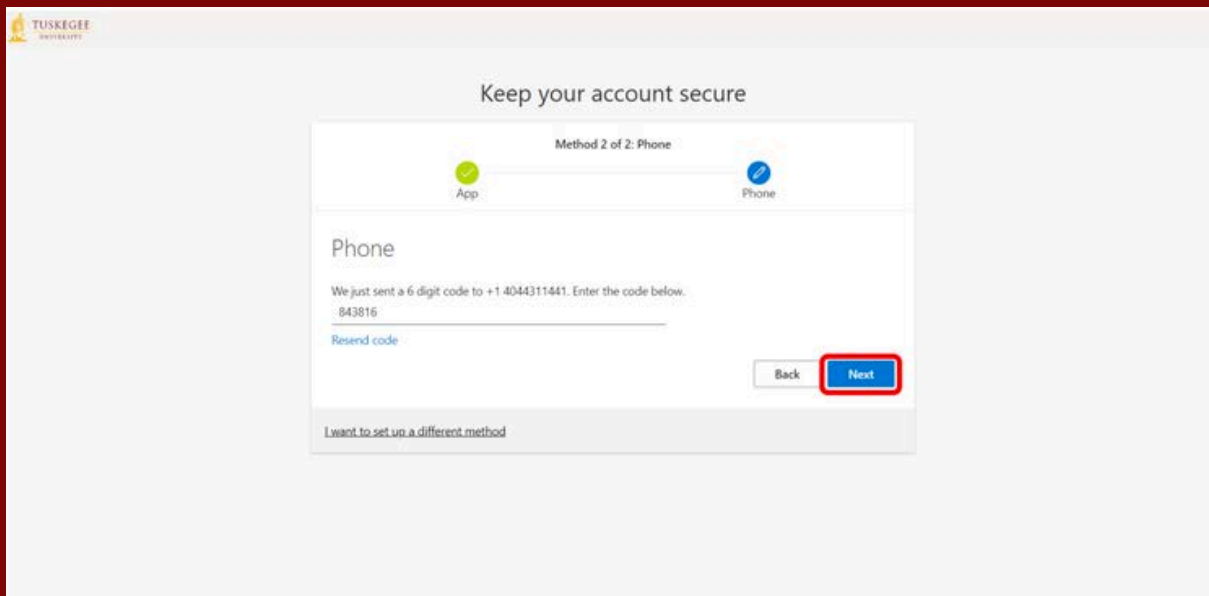
Receive a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

Enter code received via text into the onscreen field provided and then click **Next**



TUSKEGEE UNIVERSITY

Keep your account secure

Method 2 of 2: Phone

App Phone

Phone

We just sent a 6 digit code to +1 4044311441. Enter the code below.

843816

[Resend code](#)

Back **Next**

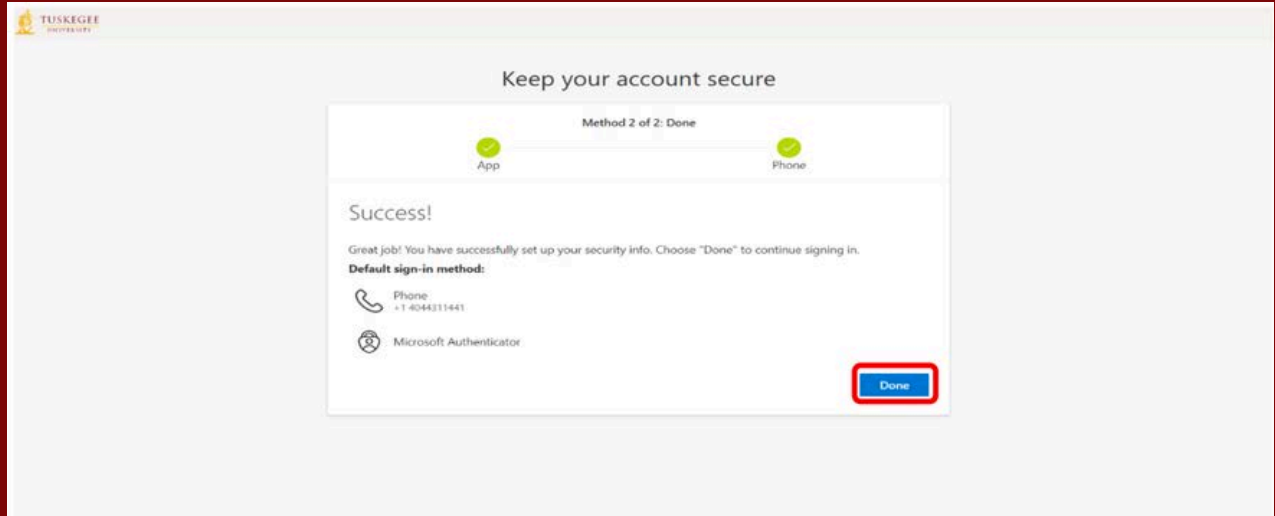
[I want to set up a different method](#)

Click **Next** to complete the verification. Click **Done**.

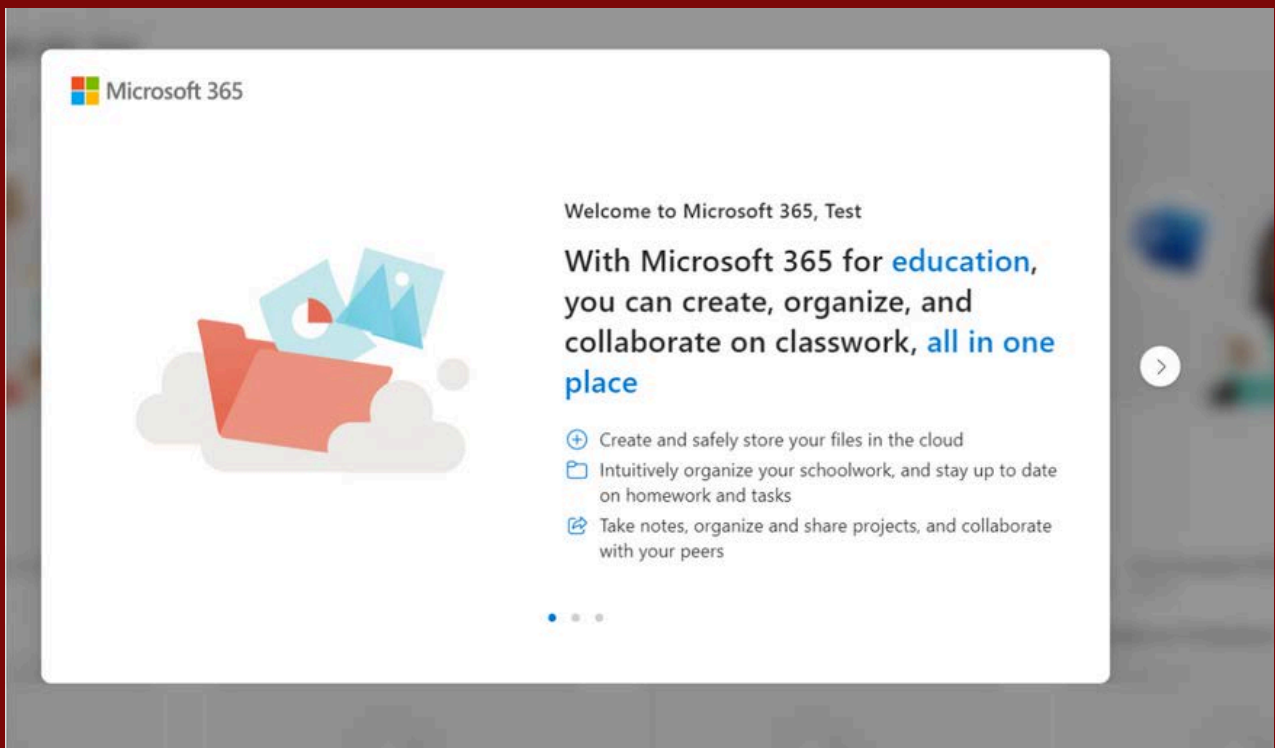
You have now successfully completed the MFA set up process.



TIGERWEB ACCOUNT SETUP

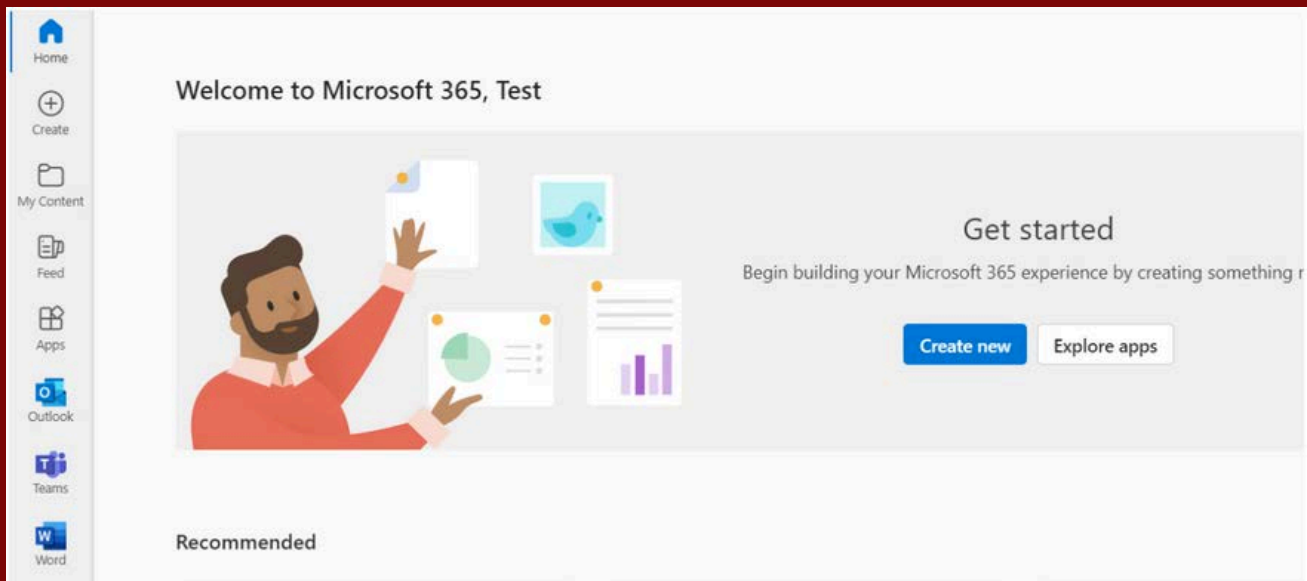


Click through the introductory screens to get to your Outlook email account.



TIGERWEB ACCOUNT SETUP

Click on the Outlook icon to access your email account.



The Outlook email application works like other web-based email applications. If you need a basic tutorial in the use of Outlook, reference the link below:

[!\[\]\(6605b201d6f14d9b3bcb8ab5f274d107_img.jpg\) How to use the New Microsoft Outlook: Beginners Class - Youtube](#)

Setting up your email account as the first step is crucial. Your email credentials are used to log into all your university connected applications including your housing application. Below are steps to access your housing application.

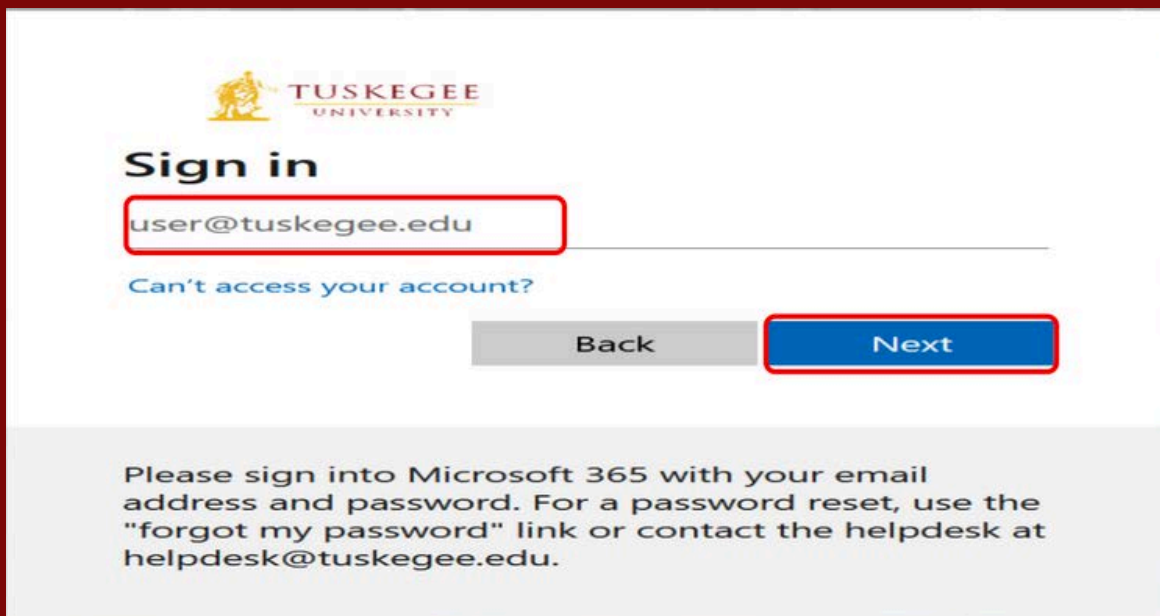



HOUSING APPLICATION

Housing Application Setup

Go to <https://tuskegee.erezlife.com/>

Enter your Tuskegee email address as your username and click **Next**.



 **TUSKEGEE**
UNIVERSITY

Sign in

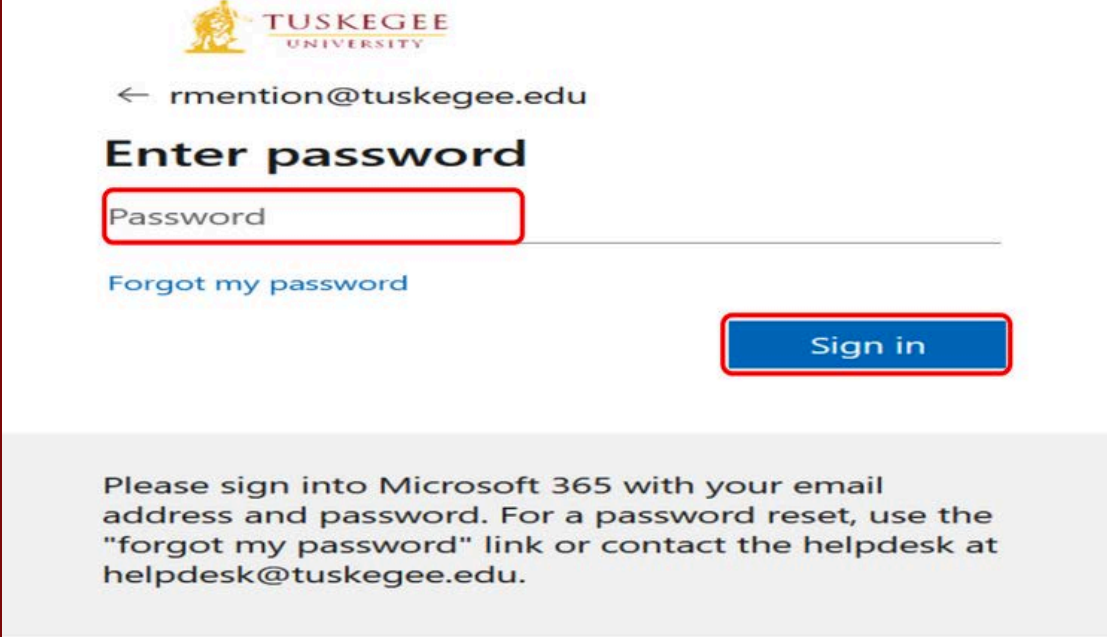
[Can't access your account?](#)


Please sign into Microsoft 365 with your email address and password. For a password reset, use the "forgot my password" link or contact the helpdesk at helpdesk@tuskegee.edu.

Enter your password and then click on the **Sign in** button.



TIGERWEB ACCOUNT SETUP



 **TUSKEGEE**
UNIVERSITY

← rmention@tuskegee.edu

Enter password

Password

[Forgot my password](#)

[Sign in](#)

Please sign into Microsoft 365 with your email address and password. For a password reset, use the "forgot my password" link or contact the helpdesk at helpdesk@tuskegee.edu.

Confirm the authentication request sent to your mobile phone.




TIGERWEB ACCOUNT SETUP



rmention@tuskegee.edu

Approve sign in request

 Open your Authenticator app, and enter the number shown to sign in.

64

No numbers in your app? Make sure to upgrade to the latest version.

Don't ask again for 14 days

[I can't use my Microsoft Authenticator app right now](#)

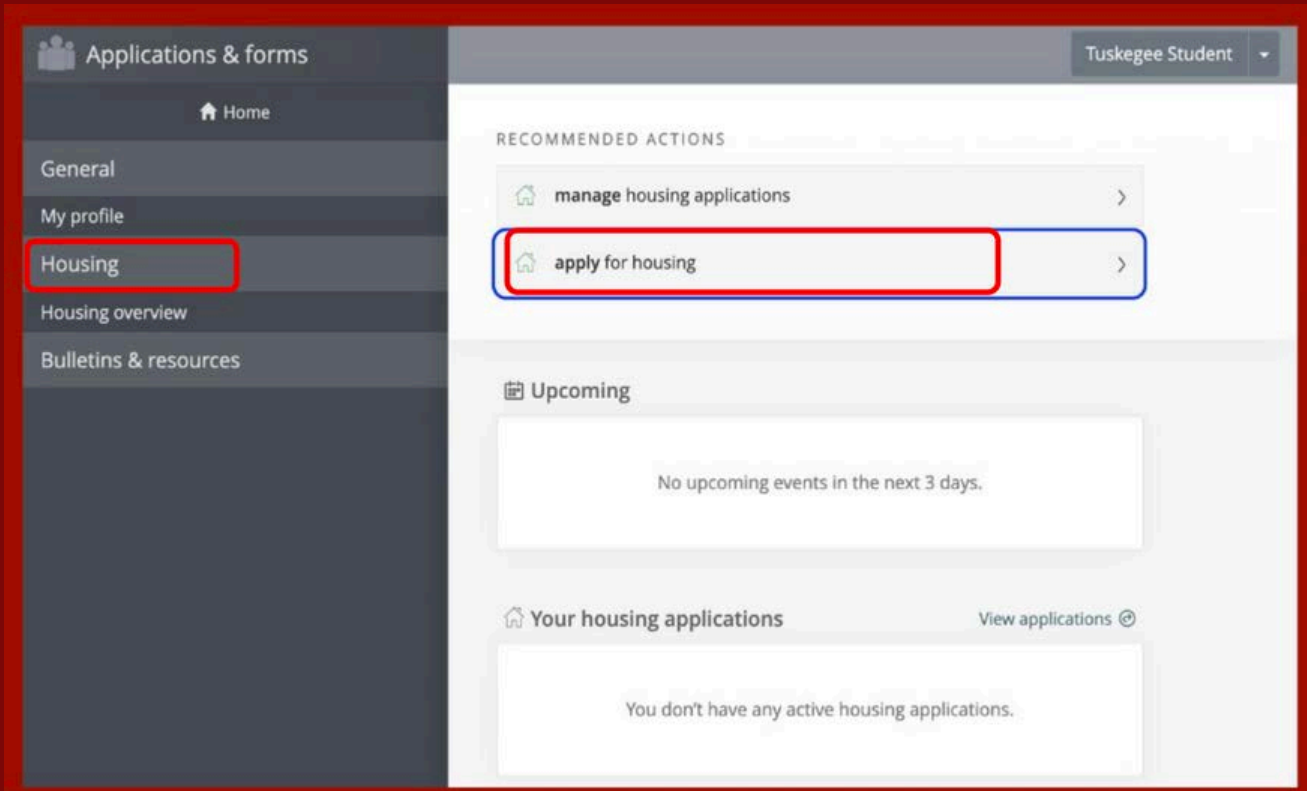
[More information](#)

You will now be logged into the housing application named ErezLife.

Click on **Housing** on the left navigation and **apply for housing** on the right pane.



TIGERWEB ACCOUNT SETUP



Complete the fields on the application form and submit.



CONTACT INFO



Have questions or need more information? Feel free to reach out to me.



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