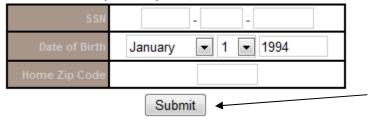## Setting up WAU Portal and Email Account

If you are a new student or have forgotten your password, you will be able to obtain/reset your password by following the steps below:
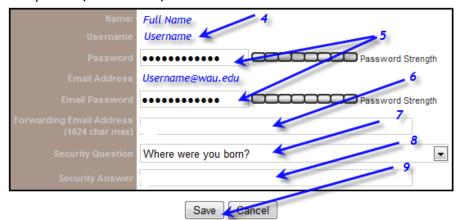
1. Go to http://my.wau.edu

   myProfile
   Account Setup   **2**

2. Click **Account Setup** from **myProfile**

SSN	- -
Date of Birth	January ▼ 1 ▼ 1994
Home Zip Code	

   Submit

3. Enter your **SSN, Date of Birth, Home ZIP Code** and click **Submit**

Name:	*Full Name* **4**
Username	*Username*
Password	••••••••••• □□□□□□□ Password Strength **5**
Email Address	*Username@wau.edu*
Email Password	••••••••••• □□□□□□□ Password Strength **6**
Forwarding Email Address (1024 char max)	**7**
Security Question	Where were you born? ▼ **8**
Security Answer	**9**

   Save   Cancel

4. Note down your **username**
5. Enter your Passwords for **Portal** and WAU **Email service** (try to keep the same password for both the portal and email, to avoid confusion.)
   Note: Your passwords must contain a minimum of 8 charaters, and meet 3 of the 4 following requirements:
   1. contains a lower case character (a-z)
   2. contains a upper case character (A-Z)
   3. contains a numeric (0-9)
   4. contains a special character (!@#$%&(+=)
6. **Optional**: If you prefer to forward all WAU email messages to your personal email address, type in your email address. Please note, it is your responsibility to make sure that you are receiving all messages from WAU faculty and administration.
7. Choose one of the **security questions** from the dropdown box
8. Enter the S**ecurity Answer** (Keep it simple and in one word; you need to remember this for future use)
9. Click **Save**

   Note: Desire2Learn login information will be emailed to you within 24 hours after you set up your portal account.
   ~~~End of File~~~