

Creating Your my.american.edu User Name and Password

Every faculty member, staff member, and student at American University receives a unique user name that provides access to AU's various online resources.

If you are a new AU/WCL student, you will need to follow these steps to create your user name:

1. Open a Web browser and go to my.american.edu/accounts.
2. Click the **I AM UNIVERSITY STUDENT** link.
3. Select **START THE ACCOUNT CREATION PROCESS**.
4. Enter the following personal information when prompted:
 - your seven-digit AU ID number, which can be obtained from your departmental Human Resources coordinator (required)
 - your name (required)
 - the last four digits of your social security number OR
 - your date of birth in the format of MMDDYYYY
5. Enter your choice of an initial password when prompted, as well as a secret question and answer for verification purposes if you ever forget your password.

The system will take a moment to create your user name. When you see the message stating that your user name has been successfully created, you are ready to log in to the my.american.edu portal for the first time.