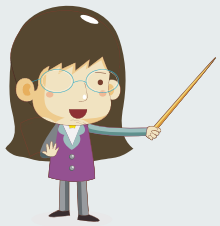
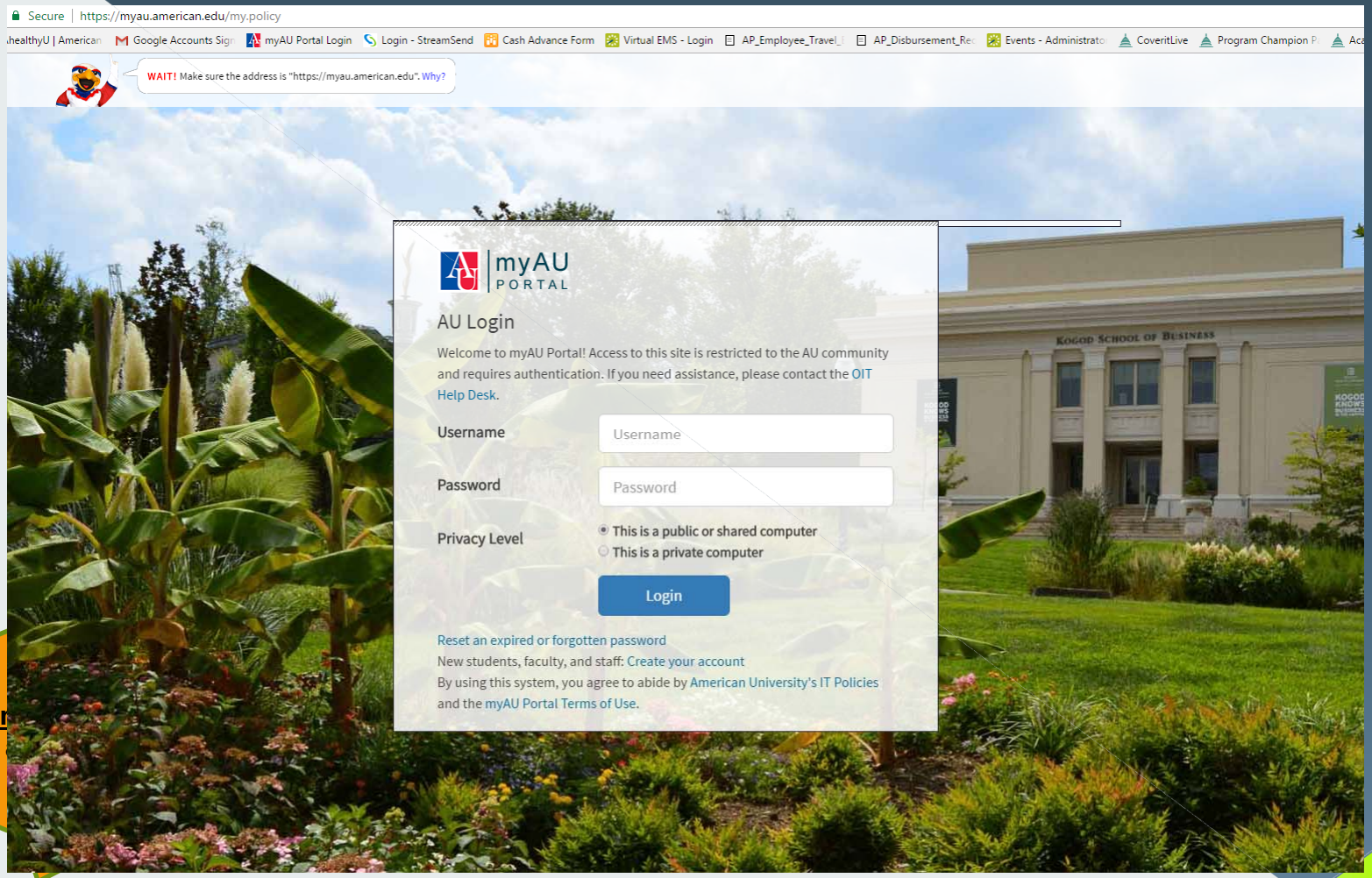
AMERICAN UNIVERSITY
WASHINGTON COLLEGE OF LAW

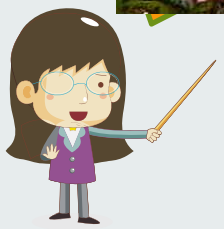
ACADEMY ON HUMAN RIGHTS AND HUMANITARIAN LAW

ACADEMIA DE DERECHOS HUMANOS Y DERECHO INTERNACIONAL HUMANITARIO

Welcome to American University Washington College of Law. AUWCL students all have two student portals. This presentation will show you how to create your own.




Secure | https://myau.american.edu/my.policy
WAIT! Make sure the address is "https://myau.american.edu". Why?
myAU PORTAL
AU Login
Welcome to myAU Portal! Access to this site is restricted to the AU community and requires authentication. If you need assistance, please contact the OIT Help Desk.
Username
Password
Privacy Level
This is a public or shared computer
This is a private computer
Login
Reset an expired or forgotten password
New students, faculty, and staff: Create your account
By using this system, you agree to abide by American University's IT Policies and the myAU Portal Terms of Use.
Kogod School of Business



myAU PORTAL

ACCOUNT CREATION PROCESS

I am University Faculty or Staff

I am a Student

Click on: I am a Student (in the middle of the screen).

Copyright © 2013 American University. Privacy Disclosure | OIT Help Desk

Account (in the middle of the screen)

STUDENT ACCOUNT CREATION

Student Lookup

AU ID (7 digits)

AU ID

Insert your AU ID, Last name, First name, and date of birth then click Next Step!

If you are experiencing any problems, make sure your birthdate is in the format mm/dd/yyyy. Or try using the last four digits on the phone number you submitted in your application instead of your birth date.

Authentication:

In this behind the scenes step, the system will check to see if your AU ID account exists and matches the information we have on file. If it does, You will be asked to agree to AU's technology policies and then to enter your choice of an initial password which you will be required to change every 90 days.

Password Selection:

Please choose a secure password. Compromised passwords are the means by which most unauthorized (and unscrupulous) people gain access to a system. Someone logging on under your account has access not only to your computer files, but to your personal data such as grades, financial data, and schedule. Since tampering can have far-reaching and serious consequences, it's important to take to heart the following guidelines for choosing a password. And, as a reminder, NEVER give out your password, change it periodically, and ALWAYS remember to log off when you are finished working. This is for your protection!

On the next slide there are tips to help you create a strong password

OK to Choose

* Something easy for you to remember with at least 8 characters.
* Something obscure. For instance, you might deliberately misspell a term or use an odd character in an otherwise familiar term.
* A combination of two unrelated words or a combination of letters and numbers.
* A combination of letters and numbers, or a phrase like "many colors" and then use only the consonants, "mnYc0l0rz".
* An acronym or an abbreviation.
* Something hard for your roommate or best-friend to figure out.

Follow the tips when creating your password

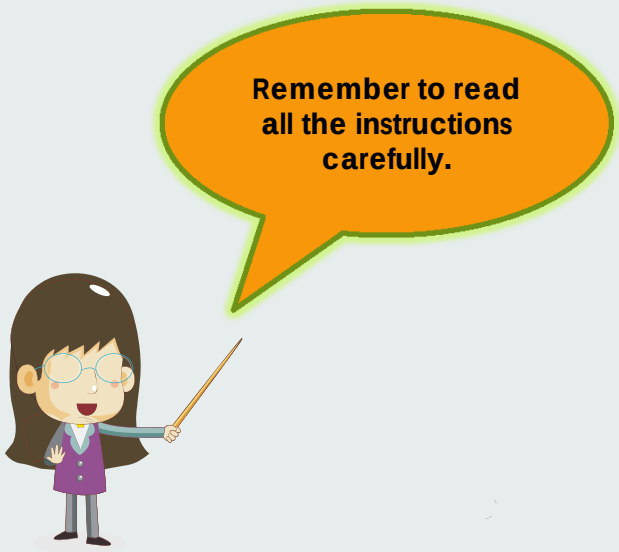
Do NOT Choose:

* Your name in any form -- first, middle, last, maiden, spelled backwards, nickname or initials.
*Your username, or your username spelled backwards.
*Part of your username or name.
*Your phone or office number, address, birthday, or anniversary.
*Your social security number or any all numeral password.
*Names of friends, loved-ones, or pets...

Choose a Secret Question and Answer

You will also be encouraged to create a secret question and answer for verification purposes if you ever forget your password.

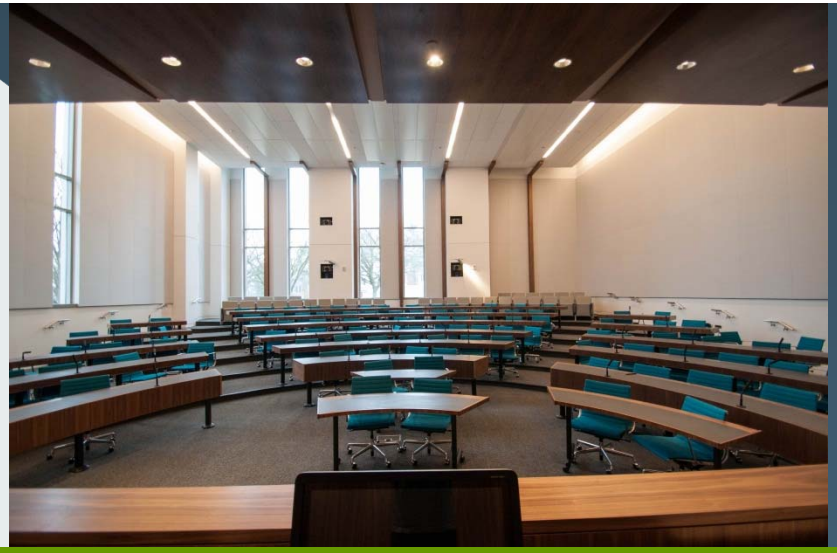
The system will take a moment to create your user name. At this point, the portal will display your user name, you should record this information for future reference.



Student AU sponsored Gmail account

Each AU student receives an AU email account. You will discover that your AU email account offers maximum flexibility and storage space during your AU experience. Next, you should go to the AU Gmail website at mail.student.american.edu and log into your account to make sure you can access it. The password should be the one you selected for your MyAU account. If you prefer to use your non-AU email account, however, you should have your new AU account forward mail to your preferred email.

NOTE: While the Academy will communicate with you via the address you provided in your application, all official university email correspondences will be sent to your AU email account, so please be sure to check it or have it forward to your other email address.



Program of
ADVANCED STUDIES
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and **HUMANITARIAN LAW**

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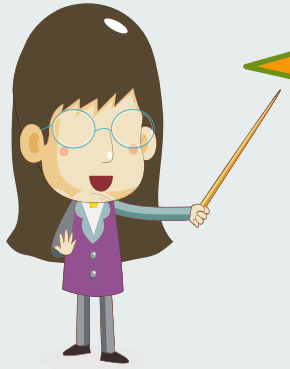

Finished! In 24 hours you will be able to use your MyAU and MyWCL accounts using the login details you just created. Your MyAU account is accessed at myau.american.edu. Your MyWCL account is accessed at my.wcl.american.edu. Have a look at our other presentation to learn how to use your MyWCL account. If you have any problems, please email the Academy