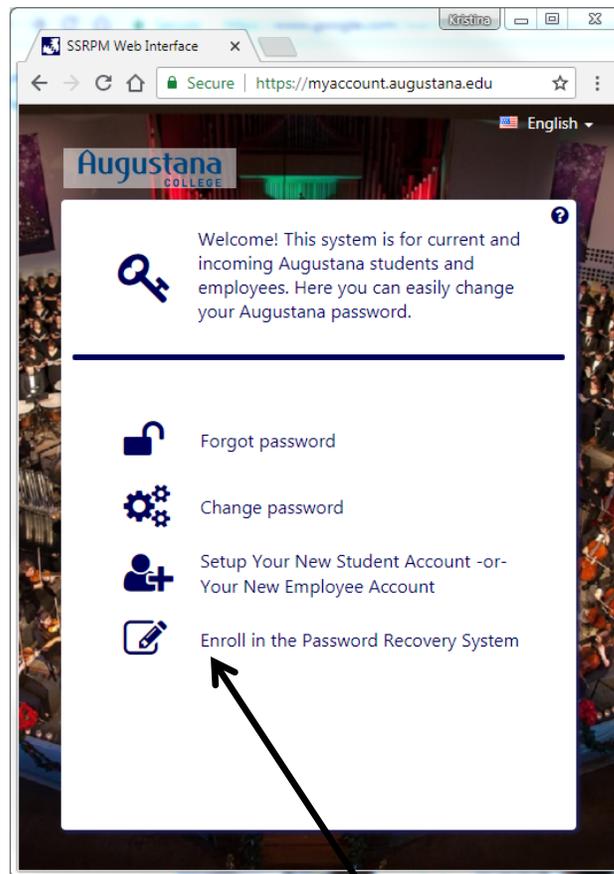# GUIDE TO ENROLLING INTO AUGUSTANA'S PASSWORD RECOVERY SYSTEM

1. Please have your current Augustana network username and password available.

2. In a browser go to URL: https://myaccount.augustana.edu
    This will open the following window:

3. Click on the last line "Enroll in the Password Recovery System".

4. In the next window, enter your username (without @augustana.edu) – for example: johndoe – and your current Augustana network password. **The same password you use to log into your workstation. Click the "Next" button after your username and password has been entered.
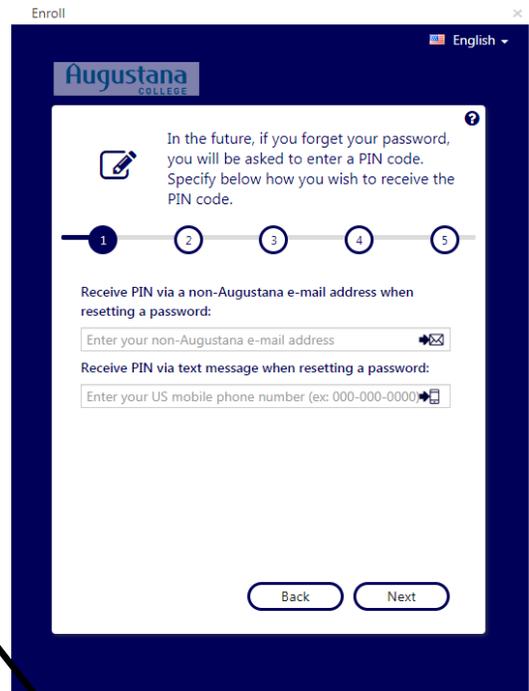
5. In the next window (step 1), please enter a non-Augustana or personal email address – and/or – a cell phone number.

   NOTE: This step is optional; however, highly recommended! You have the option of filling in zero, one, or both boxes.

   This option will allow a PIN number to be sent to the specified email address or to the specified phone number in lieu of answering questions to reset a forgotten password.
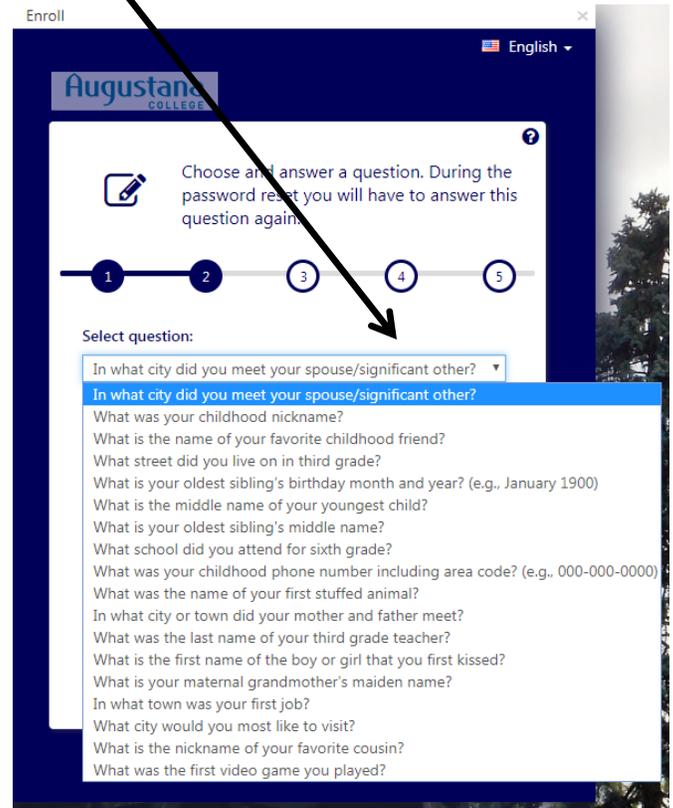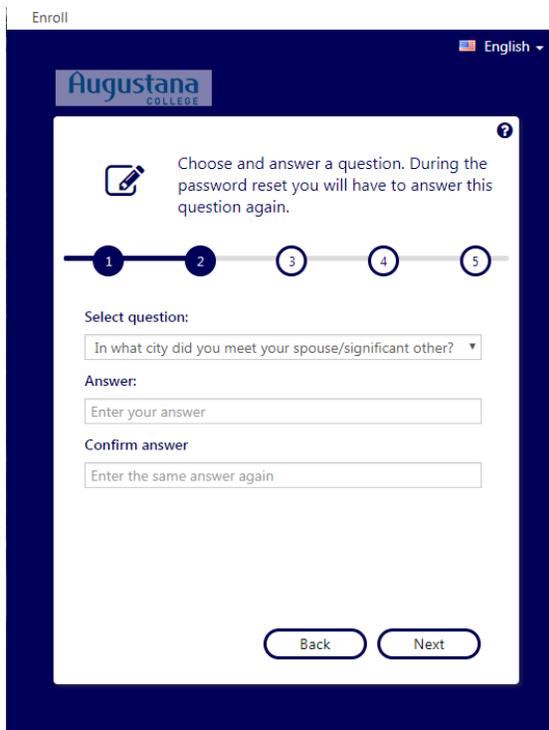
   Click "Next" when you are finished with this window.

6. In the next window (step 2), please select a question by clicking the down arrow in the box under "Select question:" and select a question by clicking on it.

   Type your answer to the question twice, once for "Answer" and once for "Confirm Answer".

   Click "Next" button after the question and answers are complete.

7. In the next window (step 3), repeat the directions outlined above in number 6.

8. In the next window (step 4), repeat the directions outlined above in number 6.

9. In the next window (step 5), click the OK" button.

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