

## ACTIVATING YOUR ACCOUNT

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1. Navigate to <http://www.wtamu.edu/activate>
2. Enter your information:
  - a. Enter your **7 digit WTAMU ID** number (you might have to add a leading zero (0))
  - b. Enter your **last name**
  - c. Enter your **birthday** (YYYY-MM-DD)

**Activate Account**  
Password Self Service

To confirm your identity, please enter the following information. Your information will be used to locate and activate your user account.  
Be sure to complete the process, or your account will not be activated properly.

WT ID Number [7 digits, including leading zero(s)] (e.g. "0123456")	
Last Name	
Birth date [YYYY-MM-DD] (e.g. "1910-09-20")	

3. Click **Activate**
4. Check **I Agree** and click **Continue**.

**Activate Account**  
Password Self Service

This computer system is the property of West Texas A&M University. Only authorized users may login to this computer system. All unauthorized use is strictly prohibited and subject to local, state, and/or federal laws. Therefore, this system is subject to security testing and monitoring. Misuse is subject to criminal prosecution.

If you proceed to log into this system, you acknowledge compliance with *University Rule 24.99.99 W1 — Security of Electronic Information Resources* and all related University security policies located at <http://www.wtamu.edu/rules> and *University Rule 33.04.99 W1 — Rules for Responsible Information Technology Usage*. There should be no expectation of privacy except as otherwise provided by applicable privacy laws.

I Agree

5. Read about how to determine your username, click **Continue**.

6. Enter and Confirm your new password, click **Create Password**.

Auto-generate a new password'. There are two input fields: 'New Password' and 'Confirm Password'. At the bottom, there are three buttons: 'Create Password', 'Clear', and 'Show Passwords'."/>

**Create Password**  
Password Self Service

Please create your password. Keep your new password secure. After you type your new password, click the Create Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 8 characters long.
- Must not include any of the following values: test password.
- Must not include part of your name or username.
- Must not include a common word or commonly used sequence of characters.
- Must have at least three types of the following characters:
  - Uppercase (A-Z)
  - Lowercase (a-z)
  - Number (0-9)
  - Symbol (!, #, \$, etc.)

> [Auto-generate a new password](#)

**New Password**

**Confirm Password**

**Create Password** **Clear** **Show Passwords**

7. Click **Continue** to continue to the login page:

**Success**  
Password Self Service

Your password has been created successfully. If you must, write it down for future reference, but please keep it secure. Clicking "Continue" will direct you to the login page.

**Continue**