How do I create my new FAS account?


2. Click on the "Create a New Account" Link at the bottom of the screen.

3. Next you will be prompted to login to the PINSystem with your HUID and PIN.

4. On the following screen please choose/enter the following information:
   a. Choose a username from the "Select an E-mail address" drop down list.
b. Enter and confirm a password for this account.

5. Click the Confirm button.

6. Next you will see a confirmation page that states that your account has been created. Please note your Username and Email address for future use. Click the Continue button.

7. Next you will be given the option to select answers to security questions. This will allow you to reset a forgotten password without having to open a support ticket. To do this click on "Change your Account Security Questions" on the following screen:

8. On the following screen you must answer at least 5 of the security questions. When you are done, scroll down to the bottom of the page and click "Save."
9. You will be given an "Operation Successful" page.

10. Click the Continue button this will bring you to the FAS Account Management page.
   11. From here you will be able to manage your password and Security Questions in the future.

12. You can log out by clicking the "LOGOUT" button at the top right. Wait 15 minutes before attempting to log in to webmail.