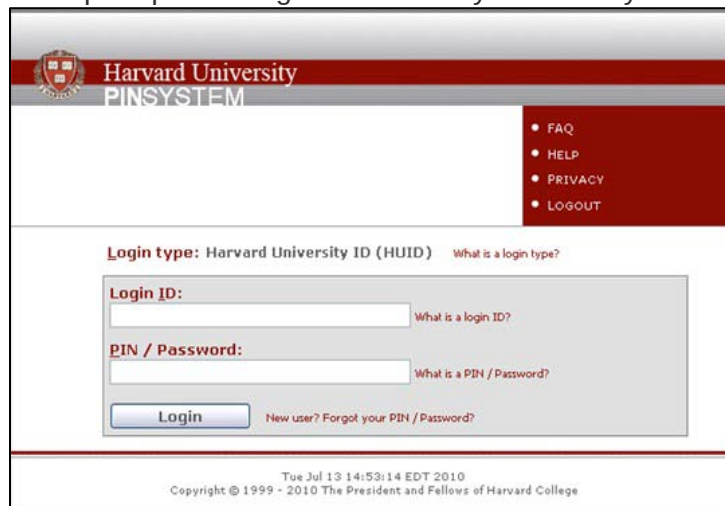


How do I create my new FAS account?

1. Open a browser and navigate to the [FAS Account Management Page](https://accounts.fas.harvard.edu), <https://accounts.fas.harvard.edu>.
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.

The screenshot shows the 'Create a New Account' page for FAS Information Technology. At the top left is the Harvard University crest and the FAS logo. A 'HELP' button is at the top right. The main heading is 'Create a New Account'. Below it is the 'Account Information' section. It contains fields for 'Name' (pre-filled with 'John Harvard'), 'Select an E-mail Address' (a dropdown menu showing '---Select---'), 'User ID', 'Password', and 'Confirm Password'. The password fields have asterisks indicating they are required. Below the password fields, a note states: 'The password you select must be 8 - 16 characters in length and contain all of the following:' followed by a bulleted list: 'Numbers', 'Uppercase letters', and 'Lowercase letters'. At the bottom left are 'Confirm' and 'Cancel' buttons. At the bottom right, a red asterisk note says '* indicates a required field'.

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:

The screenshot shows the security questions page for FAS Information Technology. At the top left is the Harvard University crest and the FAS logo. A 'LOGOUT' button is at the top right. The main text reads: 'For your convenience, you can choose a set of security questions for your account. This will allow you to verify your identity and reset your password on-line should you forget it in the future.' Below this is the heading 'Please click on appropriate link below' followed by a bulleted list with one item: 'Change your Account Security Questions'. At the bottom, a red banner contains the text: 'For assistance, contact FAS IT Support at 617-495-9000 or help@fas.harvard.edu'. The bottom of the browser window shows a 'Done' button.

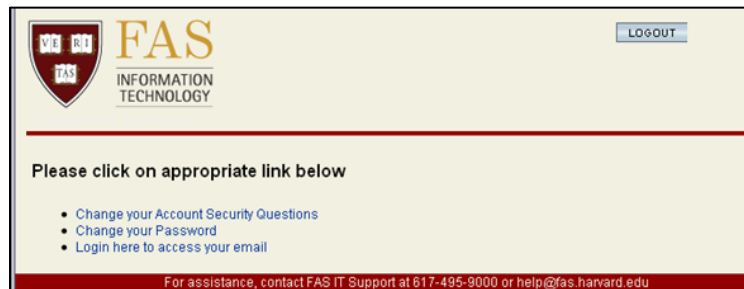
8. On the following screen you must answer at least 5 of the security questions. When you are done, scroll down to the bottom of the page and click "Save."

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.