



THE WASHINGTON SEMESTER GRADUATE GATEWAY PROGRAM

my.american.edu

American University's **my.american.edu** is a personalized electronic portal that allows students to access information on many facets of life at American University. **You will need to use this portal to access your EagleNet e-mail Account, housing assignment, registration confirmation, schedule of classes, course descriptions, student bill, as well as time sheets/pay advices** (*only for students employed at the university*).

Your American University EagleNet e-mail account will be created within three to four weeks of your acceptance date into the Washington Semester Graduate Gateway Program. You must first activate this EagleNet account before you are able to access your email (see below for instructions). You should check this account regularly for important updates and information sent ONLY to this AU e-mail account from AU administration and program faculty. If you do not plan to use your AU email as your primary email address, please make sure to forward your AU email account to the email address you plan to use most frequently.

If you will not use your AU e-mail account at all, you MUST FORWARD e-mails sent to this account to an account you plan to use regularly! You are responsible for ALL important information communicated to you through the AU account.

If you are an AU student who has waived the choice of AU student health insurance online, you must print out the e-mail confirmation you receive and save it for your records. This email confirmation is your ONLY proof that you have waived the insurance. *You will receive more information about the Health Insurance Waiver in subsequent emails from the Washington Semester Program.*

INSTRUCTIONS – HOW TO ACTIVATE YOUR EAGLENET ACCOUNT

IMPORTANT: ACTIVATE THIS ACCOUNT BEFORE YOU APPLY FOR HOUSING!!!

Go to <https://my.american.edu>

- Step 1:** Go to the Bottom of the Page and click on “Create a New Account”
- Step 2:** Follow the prompts. You will be asked to supply your AU ID #. This number is located (in bold red letters) in the box with your personal information on your Course Registration Authorization Form.
- Step 3:** Be sure to assign a secret question in case you forget your password!
- Step 4:** If you do not plan to use the AU email system, be sure to forward your AU email to another account. It may take up to one day before emails sent to a new AU account will be routed to the new forwarding address. Once you register a forwarding address, any new mail sent to your AU account will be forwarded to your preferred account.

Please note that the Washington Semester Internship Database operates on a different server than your EagleNet account. Your my.american.edu and internship database usernames and passwords will remain separate.

If you have any problems with your account, please contact the IT Help Desk at 202/885-2550 or via email at helpdesk@american.edu or via the Web at <http://help.american.edu>.