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# CREATING YOUR myAU ACCOUNT

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Every faculty member, staff member, and student at American University receives a unique username that provides access to AU's various online resources. If you are a new AU/WCL student, you will need to follow these steps to create your username:

1. Open a web browser and navigate to the following link:  
<https://myapps.american.edu/apps/tech/accountcreation/createaccount.cfm>



2. Select **CREATE STUDENT ACCOUNT**
3. Enter the following personal information when prompted:
  - Your seven-digit AU ID number, which you should have received in your acceptance letter
  - Your name (required)
  - Your date of birth in the format of MM/DD/YYYY
4. Enter your choice of an initial password when prompted, as well as a secret question and answer for verification purposes if you ever forget your password.
5. You may also choose to forward your AU email to another email account at this point in time. It is recommended that you forward your email as you will be responsible for any university correspondence sent to your AU email account.

The system will take a moment to create your username. When you see the message stating that your username has been successfully created, you are ready to log into [myau.american.edu](https://myau.american.edu) for the first time.

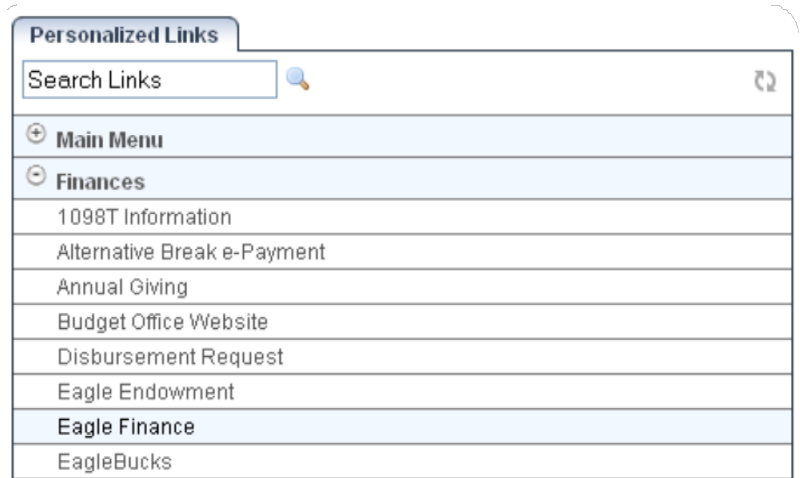
# SUBMIT YOUR DEPOSIT ONLINE AT [myAU.american.edu](http://myAU.american.edu)

## STEP 1

Create your account on the [myau.american.edu](http://myau.american.edu) web portal (refer to American University Web Portal instructions or to the following section)

## STEP 2: myAU

- Log into [myau.american.edu](http://myau.american.edu)
- Use your new Admitted Student Username and Password & select the **Login** link or just use the enter key
- Go to the top right corner and find the **Personalized Links** box
- In the Personalized Links box click on **Finances**
- Under the Finances link column choose the **Eagle Finance** link



## STEP 3: EAGLE FINANCE – SEAT DEPOSIT

- Once in the **Eagle Finance** system click the **Student Finance** button



- A summary of your Student Finance Account will appear and list the “Tuition Deposit WCL” payment item for \$350.00
- Select your payment method (credit card or e-check) in the drop down box and click **Proceed to Payment**

Total Payment:  Choose a Payment Method

- Review payment and select **Pay Now**

**Review Payment Selection**

You have chosen to pay the items below. If you agree to pay these items, click the Pay Now button below. You will be taken to a secure web site to enter your payment information. By making this payment, you agree to the terms and conditions of the University's payment and refund policies related to your student account bill and enrollment deposit agreement. A non-refundable credit card convenience fee of 2.55% will be charged to your credit card account when making credit card payments applied to your student account bill. Convenience fees are not charged for enrollment deposits (housing deposits, seat deposits and tuition deposits). On the next page click Submit button only once, clicking it multiple times will result in multiple payments debited from your account.

Item	Amount
Tuition Deposit WCL	\$350.00
<b>Total Payment Amount</b>	<b>\$350.00</b>

Payment Method: Discover CC

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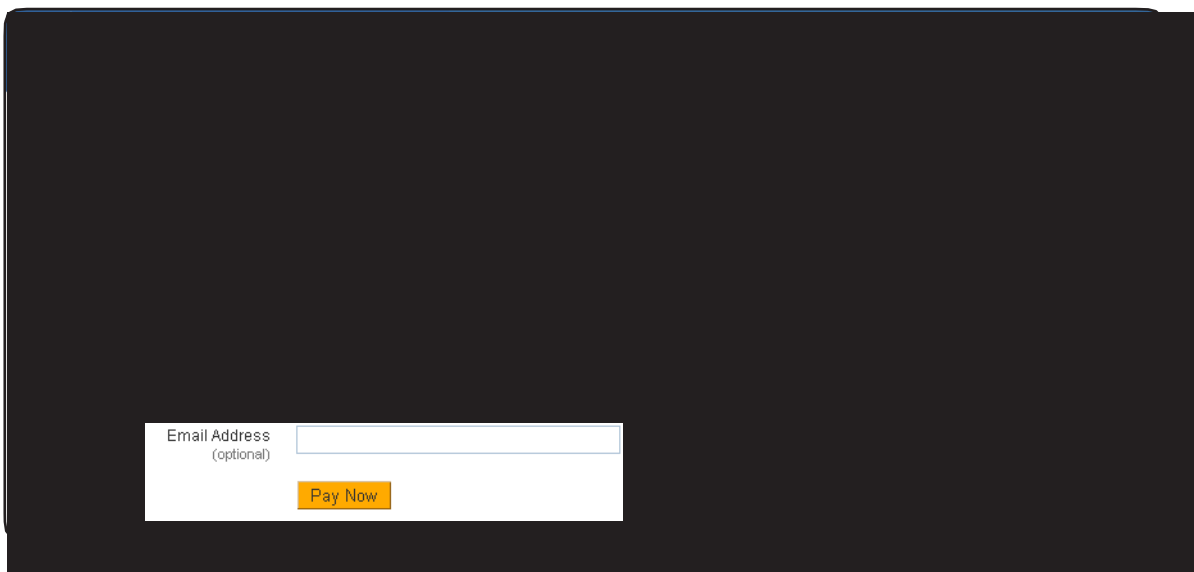
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## STEP 4: PAYMENT

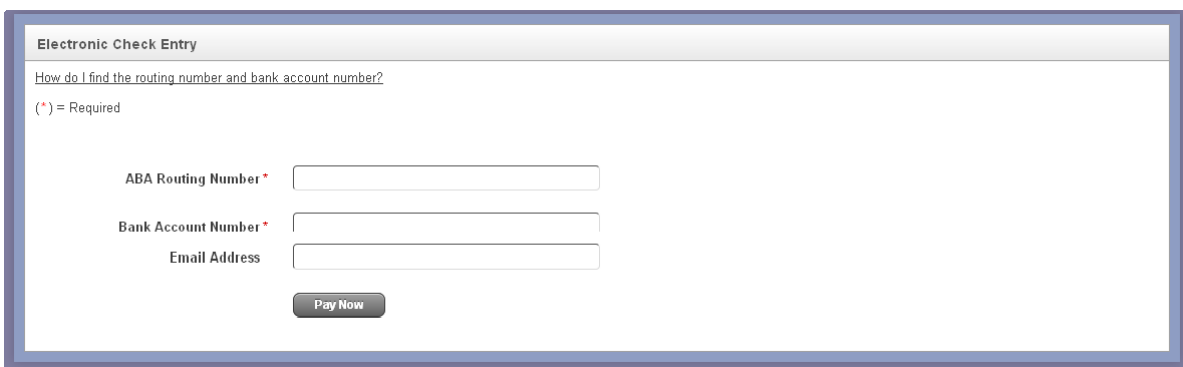
**Credit Card Payment** - Enter your credit card number, expiration date, & email (to receive a receipt via email) and select **Pay Now**

**Note:** You are **NOT** charged the 2.55% convenience fee for paying the seat deposit with a credit card.



A screenshot of a web form for credit card payment. The form is set against a dark background. It features a white input field labeled "Email Address (optional)" and a yellow "Pay Now" button.

**E-Check Payment** - Enter your routing number, bank account number, & email (to receive a receipt via email) and select **Pay Now**



A screenshot of a web form titled "Electronic Check Entry". It includes a link "How do I find the routing number and bank account number?", a legend "(\*) = Required", and three input fields: "ABA Routing Number \*", "Bank Account Number \*", and "Email Address". A grey "Pay Now" button is at the bottom.

Print a copy of your receipt for your records. If you experience problems submitting your online deposit, please contact [helpdesk@american.edu](mailto:helpdesk@american.edu) and the Office of Graduate Admissions at [llm@wcl.american.edu](mailto:llm@wcl.american.edu).