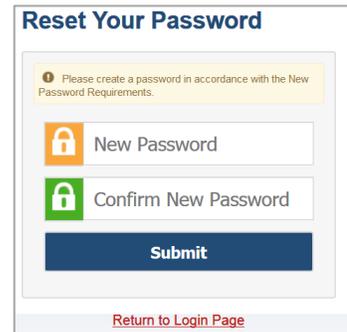# AIRWays Sign-On Quick Guide

This guide explains how to sign-on to any of the AIRWays systems.

Activating Your Account

1. When your account is created, you will receive an activation email that expires in 15 minutes. Click the link in this email to access the *Reset Your Password* page.

2. Enter and confirm a new password. The password must be at least eight characters long and must include at least one number, one lowercase alphabetic character, one uppercase alphabetic character, and one special character (e.g. %, #, or !).

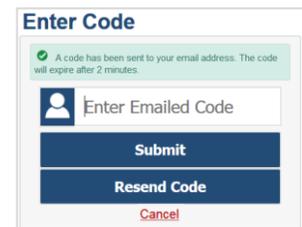3. Click **Submit**. The AIRWays portal page appears.

Figure 1. Reset Your Password Page

Logging in to AIRWays Systems

The first time you login, or if you log in on a new device or browser, or clear the cache on a previously-used browser, you must enter an emailed code after passing the initial login screen. This step does not occur when you first activate your account.

1. Navigate to the login page for the AIRWays system you wish to access.

2. On the login page, enter the email address and password you use to access all AIRWays systems.

3. Click **Secure Login**.

   a. If the *Enter Code* page appears, an authentication code is automatically sent to your email address. You must enter this code in the *Enter Emailed Code* field and click **Submit** within five minutes of receiving the email.

Resetting Your Password

If you forgot your password, your activation link expired, or a Student & User Management administrator locked your account, you will need to reset your password.

1. On the login page, click the **Forgot Your Password?** link.

2. On the *Reset Your Password* page, enter your email address and click **Submit**.

3. A reset link is sent to your email address. Click this link to access the *Reset Your Password* page (see Figure 1).

4. Enter and confirm a new password. Then click **Submit**.