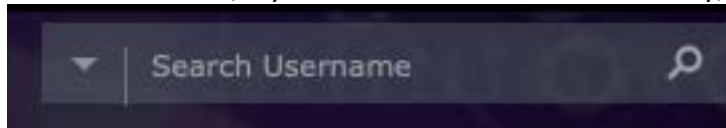


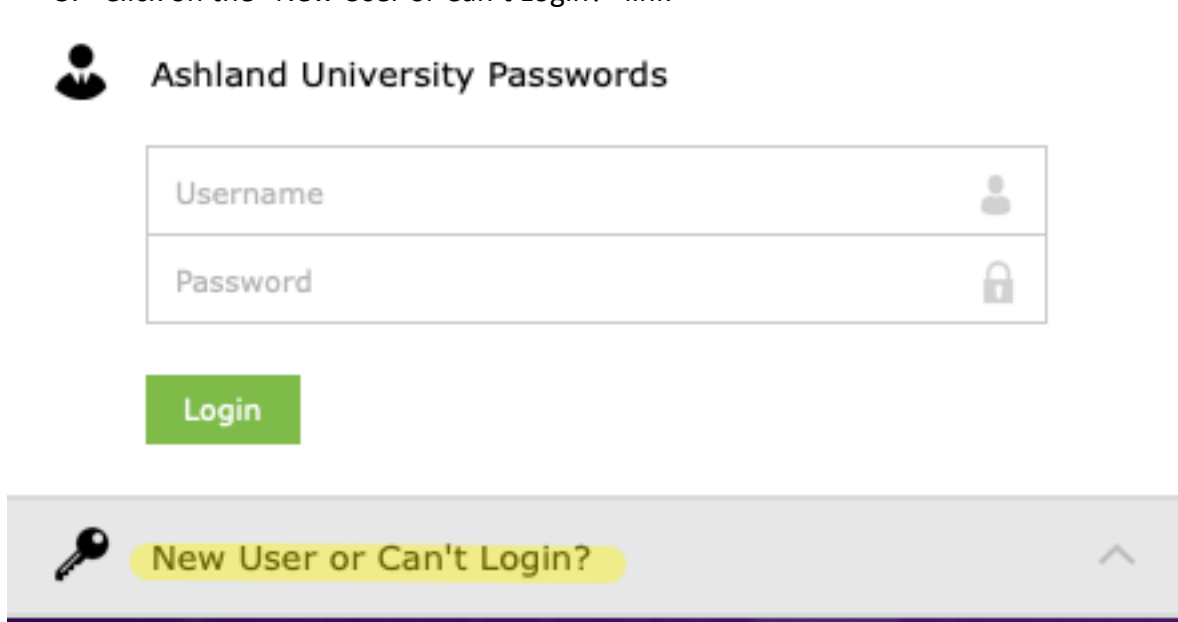
## Instructions for activating your AU User Account


Instructions for activating your AU username (Note: This is a separate username from your Elevate username and needed for viewing your grades when your course has completed).



1. Navigate to [pass.it.ashland.edu](https://pass.it.ashland.edu)
2. Enter your name in the "Search username" box in the upper right-hand corner (Note: if not found, try variations such as last name only, etc.)





3. Locate your name and copy the username (You can sort the list by clicking on a column you want to sort by – first name for instance)
4. Click on the browser back arrow or renavigate to [pass.it.ashland.edu](https://pass.it.ashland.edu)
5. Click on the "New User or Can't Login?" link

A screenshot of the "Ashland University Passwords" login page. It features a user icon, the title "Ashland University Passwords", two input fields labeled "Username" and "Password" with user and lock icons respectively, a green "Login" button, and a footer with a key icon and the link "New User or Can't Login?".

 **Ashland University Passwords**

Username	
Password	

**Login**

 **New User or Can't Login?** 

6. Paste the username you just copied
7. Select your mail address and click on "Continue"
8. If unable to activate account call 419-289-5405