

How to use the Web Activation Manager

This site is used to activate your account for the first time. If you enter all of the appropriate information you will be supplied with your account name, email address, and password to access your email. Once you successfully activate your account you can not activate your account again using this utility. Therefore there is no need to visit this site again once you successfully activated your account using this tool.

To activate your account, go to <http://wam.edmc.edu> and enter the following information:

Your Employee ID: This is the ID given to you from your HR director. If you do not know your Employee ID look in the following locations:

- (AI only) You can login to the OLS portal and find the Employee ID under your name on the main page of the portal.
- You can look at the upper left corner of your pay statement. Do not enter in the beginning zeros.
- You can contact your local HR Director.

Your Last Name: Enter your last name. Please enter all special characters that may be in your name like apostrophe's, spaces, or hyphens.

Last 4 Digits of your SSN: Please enter the last 4 digits of your Social Security Number.

Your Home Zip Code: Please enter the Zip of your home mailing address.


Your Date of Birth: Please enter your date of birth in the following format (mm/dd/yyyy) Ex. 02/24/1970

Image Text: Enter the text exactly as it appears in the image.

Once all of the information is entered please Click Submit.

Please enter the following information:	
Your Employee ID	<input type="text"/>
Your Last Name	<input type="text"/>
Last 4 Digits of your SSN	<input type="text"/>
Your Home Zip Code	<input type="text"/>
Your Date of Birth (mm/dd/yyyy)	<input type="text"/>
Please enter the text as it appears in the image:	
<input type="text" value="hk926"/>	<input type="text"/>
<input type="submit" value="Submit"/>	

If all information is entered correctly the following page will be displayed to enter your new password. Your password must meet the password complexity requirements of at least 8 characters long with at least one upper case or special character.

<p>Please create a new password:</p> <p>Password <input type="text"/></p> <p>Re-Type Password <input type="text"/></p> <p><input type="button" value="Set Password"/></p>	<p>Password Tips </p> <ul style="list-style-type: none">• Your password must be at least 8 characters long.• You cannot reuse your last 6 passwords.• You must change your password every 90 days.• For more information on the password security policy, please refer to the security site on the Intranet.
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Once you have successfully entered a password, the following page will be displayed to inform you of your new account name and email address. You can now click on the web mail link and login to your new web mail account using the username that was displayed on the screen and the password that you just set.

<p>You have successfully set your password. Your email username is: jtest-faculty.</p> <p>Your email address is: jtest-faculty@aii.edu.</p> <p>You can access your email via Outlook Web Access with the following URL: http://webmail.edmc.edu</p> <p>For further information and documentation please access the following URL: http://www.edmc.edu/emailtraining</p>
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