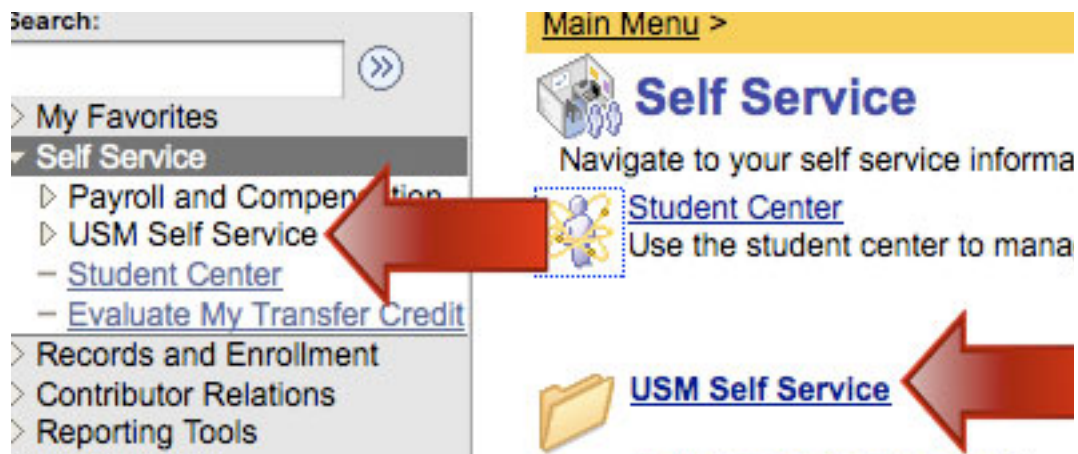


Get Started with Eagle Apps

1. Log into SOAR (www.usm.edu/soar) using your Student ID number and CampusID password. Once you are in navigate to the “Self Service” tab located under the menu.



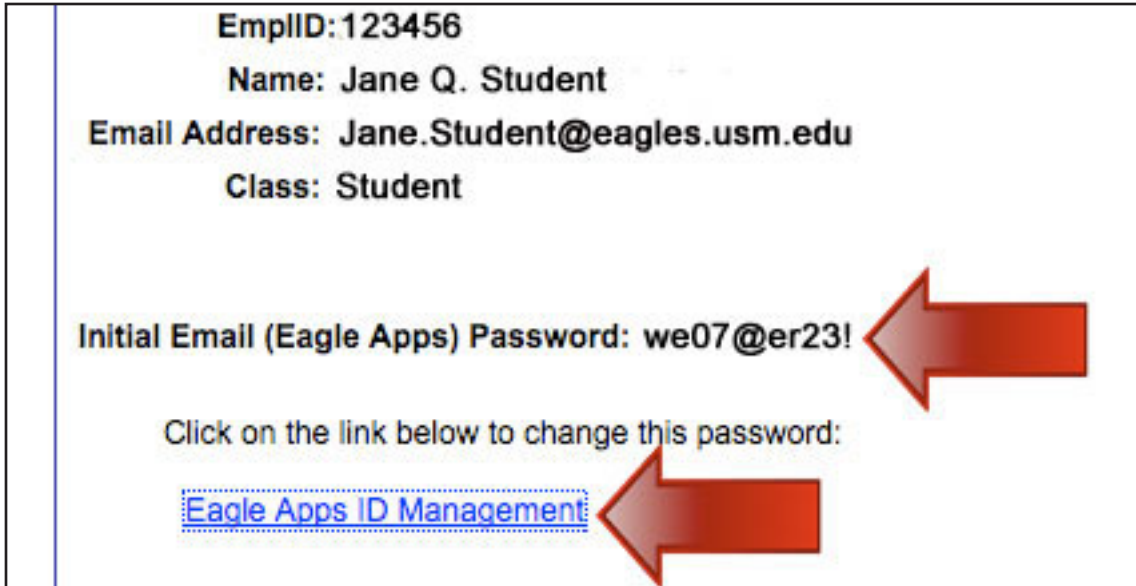
2. Choose the USM Self Service option.



3. Choose the “USM Email Information” option.



4. The E-mail Information page will now open. Your information will appear in the fields “EmplID; Name; Email Address; and Class.” Locate the “Initial Email (Eagle Apps) Password” field and write down the random password issued to you. Next, click on the “Eagle Apps ID Management” link (eagleappsid.usm.edu) to set up a password of your choosing.



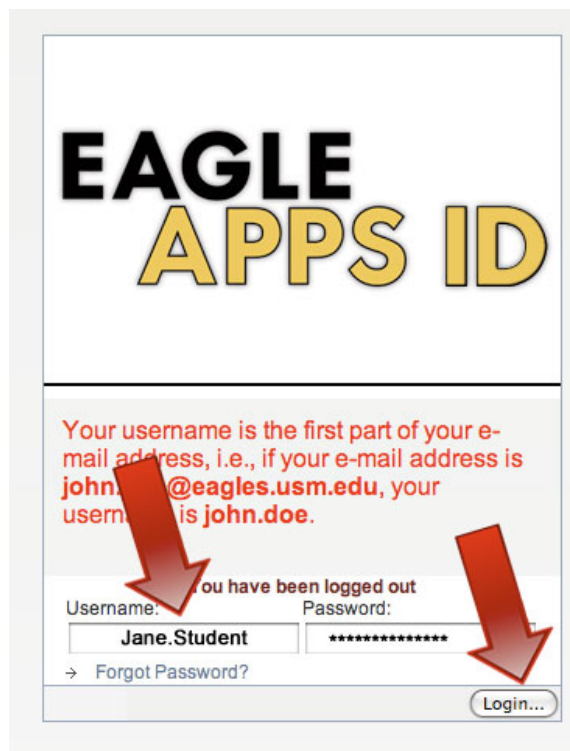
EmplID: 123456
Name: Jane Q. Student
Email Address: Jane.Student@eagles.usm.edu
Class: Student

Initial Email (Eagle Apps) Password: we07@er23!

Click on the link below to change this password:

[Eagle Apps ID Management](#)

5. Enter your user name and the password just issued to you in SOAR; and then log into Eagle Apps ID. This will be where you change your Eagle Apps password.



EAGLE APPS ID

Your username is the first part of your e-mail address, i.e., if your e-mail address is john.doe@eagles.usm.edu, your username is john.doe.

You have been logged out

Username: Password:

→ [Forgot Password?](#)

6. The first time you log into Eagle Apps ID, you will have to answer a series of Challenge Questions, which will be used if you forget your password and need to change it. When finished click submit to continue.

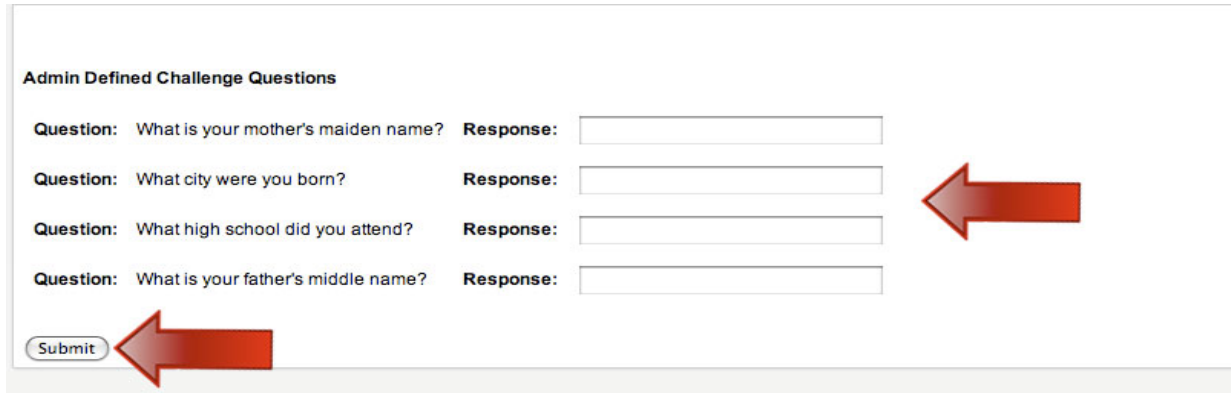
Admin Defined Challenge Questions

Question: What is your mother's maiden name? Response:

Question: What city were you born? Response:

Question: What high school did you attend? Response:

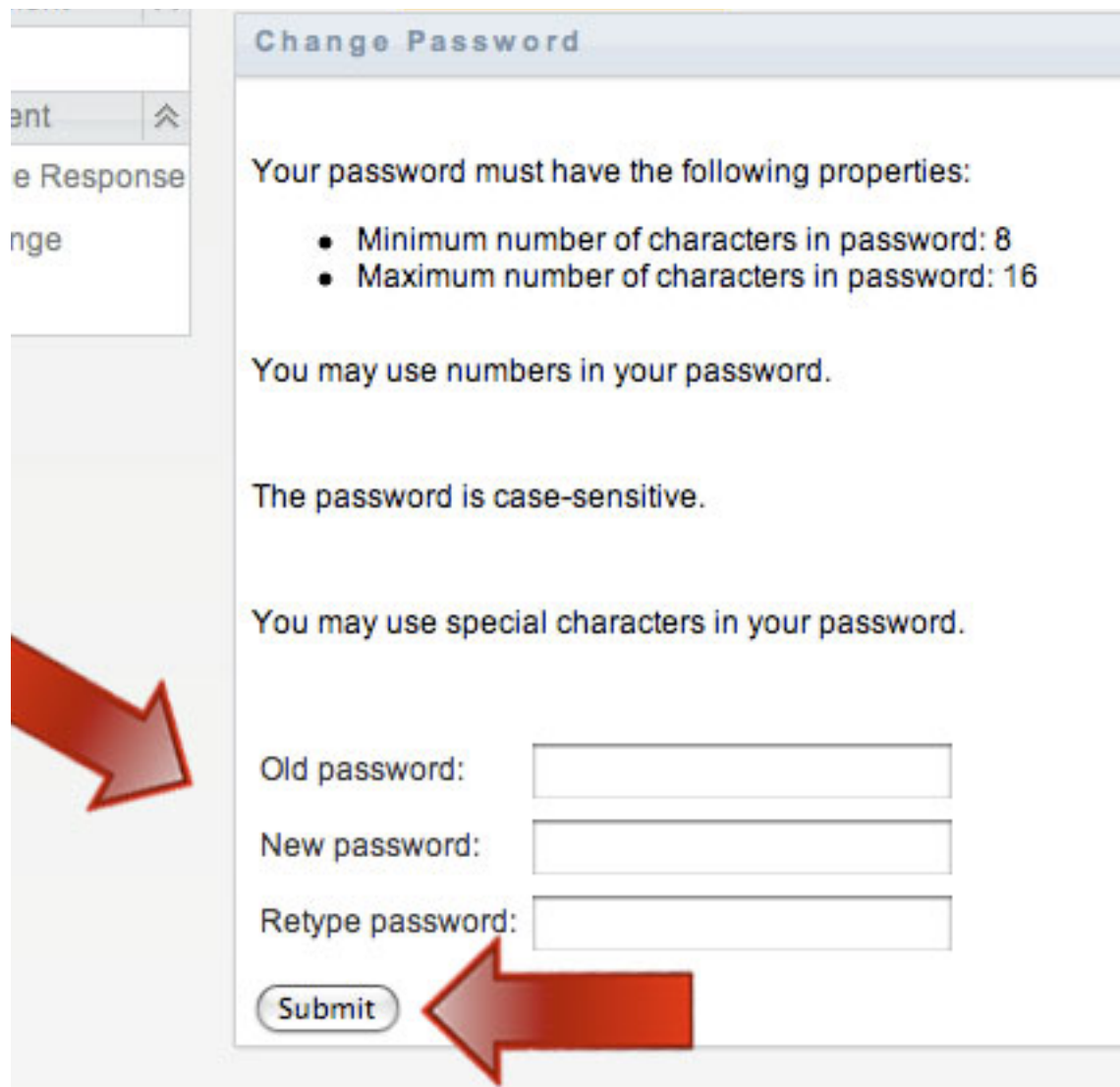
Question: What is your father's middle name? Response:



7. On the Eagle Apps ID menu on the upper left side of your screen choose the "Change Password" option.



8. The Change Password box will appear on your screen. Enter your old password (i.e the password you were issued in SOAR and that you used to log into Eagle Apps ID). Then enter a password of your choosing in the “New Password” box and “Retype Password” box, and hit “Submit button when finished. This password will be used to log into Gmail on Eagle Apps.



The screenshot shows a web form titled "Change Password". The form contains the following text and elements:

- Change Password** (header)
- Your password must have the following properties:
 - Minimum number of characters in password: 8
 - Maximum number of characters in password: 16
- You may use numbers in your password.
- The password is case-sensitive.
- You may use special characters in your password.
- Old password:
- New password:
- Retype password:
-

Two red arrows are overlaid on the image: one points to the "Old password" input field, and the other points to the "Submit" button.

9. Congratulations, you are now set up and ready to use Gmail on Eagle Apps for the first time. You can use the “Sign in” button on the Eagle Apps Web site or you can visit Eagles.usm.edu.