


Instructions for Accessing the Appalachian myApp Portal

1. Logging into your [MyApp](http://myapp.appstate.edu) portal (myapp.appstate.edu).
 - a. Enter User Name. Your user name was emailed to you shortly after you applied.
 - b. Enter Password. This is the password you have already created for myAPP.
 - c. If you do not know your user name or this is your first time logging into myAPP jump to step 2 below.

MyApp Login

 Please enter your username and password. When finished, select Login.

Please Note: Entries are Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.


User Name:

Password:

[Need Help?](#)

2. Forgot or don't know your user name or password?
 - a. Click on **Need Help** located on the lower left side of the screen.

MyApp Login

 Please enter your username and password. When finished, select Login.

Please Note: Entries are Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.


User Name:

Password:


[Need Help?](#)

3. Verify your personal information to retrieve your user name and student ID number.
 - a. If you are unable to verify your information you can contact the [Help Desk](#) (828) 262-6266.
 - b. If you are unable to reach the help desk you can email your [Admissions Counselor](#).

User Name Look Up

 Appalachian Students, Faculty and Staff who know their username (Email address) and need to change or establish a secure password should use the Password Manager.

[Password Manager Form](#)

 Use this form to confirm that you have an active User Name (Email Account) or to retrieve your assigned University Identification Number, to provide access to the Banner Self Service System.

To verify your identity and in order to receive your access credentials, please provide the confidential information requested below and click on **Submit**.

Note: Your disclosure of your Social Security Number ("SSN") is voluntary, and no specific statute or regulation supports our request that you provide your SSN. If you prefer not to provide your SSN electronically, but you still need access to student data, please review information at www.registrar.appstate.edu.

WARNING: You are not authorized to access personal information other than your own through this Web site. Intentional, unauthorized use of another person's confidential information is a campus honor code violation, as well as a criminal offense.

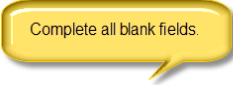
Legal Name on file with Appalachian:

Last Name


First Name

SSN:

DOB: Month: 01 Day: 01 Year: 1930



4. Once you have retrieved your user name and student ID number, go to the password manager (<http://password.appstate.edu>). Enter your user name and follow the on screen instructions.

 **Appalachian**
STATE UNIVERSITY

Password Manager

Please enter your University username to establish or change your secure password. Click on submit to begin the authentication process.

Username

[Don't know username?](#)

For security, your IP address (152.10.146.172) has been logged.

Resources

- New user access
- Using the Password Manager
- Forgot your password
- Check when your password expires
- 2-Factor Authentication
- Expired password
- University policies
- Password guidelines
- Support
- Username search

5. Create a new password and select a new challenge question.

The screenshot shows the Appalachian State University Password Manager interface. At the top left is the Appalachian State University logo. The main heading is "Password Manager". The interface is divided into two main sections. The left section contains a "Current password" input field with a "Submit" button below it. Below this is a link "Don't know your password?". An "OR" separator follows. Below that, a text prompt says "If you don't know your password, answer all of the questions below:". There are two input fields: "What is your favorite pet's name?" and "Last 4 digits of social security number". Below these is a "Date of birth" section with three dropdown menus showing "1", "1", and "1991". A "Submit" button is at the bottom of this section. The right section is titled "Resources" and contains a list of links: "New user access", "Using the Password Manager", "Forgot your password", "Check when your password expires", "2-Factor Authentication", "Expired password", "University policies", "Password guidelines", "Support", and "Username search".

6. [myApp](#) Tab

The screenshot shows the "myApp" tab selected in a navigation menu. The menu includes "Personal Information", "Student", "Financial Aid", "myApp", and "Orientation". Below the menu is the "Admissions" section, which has a "Click Checklist" button. A red arrow points to the "Admissions Checklist" link. The "Admissions Checklist" link is followed by a list of other links: "Application for Merit Scholarship", "Enter Supplemental Information", "Transfer Coursework Evaluation", "Update Your Courses in Progress", "Update Your Email Address", "Update Your Intended Major", "Withdraw my Admissions Application", "Test Scores", and "High School and Prior College(s) Information". Each link has a brief description below it.