**quick guide**

**Student Portal Activation**

1. On the American National University homepage (www.an.edu), click on the **Quick Links** button at the top. On the drop-down menu, select **Student Portal**.

2. Click on **Student Portal Homepage**.

3. Click on **Create a New Account**.

4. Fill in required information and click the **Next** button.

5. Click **Yes** if this address is valid.

6. Enter the password you chose for your National Mail account, and click **Submit**.
7 A window will appear telling you to check your email.

8 Sign in to National Mail and look in your inbox for the email about your student portal account.

9 Follow the instructions to click on the blue link to verify your email address and activate your account.

10 Your account is created. Click OK to reach the login page of the student portal.

11 Enter your password and click Login.

12 On the left of the screen is access to all of your account information, including your academic and financial information.