## STEP 1   CREATING A PASSWORD

1. Please go to https://pwd.LIFE.edu.

2. Enter your username and password.
   You would have received your credentials in an email
   from Admissions@LIFE.edu with a subject of "Your Life University
   EagleNet Access" and should look similar to the following example:

   Username: john.doe (case sensitive on WebAdvisor and Eaglenet)
   Password: Example@1234 (case sensitive)

3. Click on the "Login" button.

*Don't use the I Forgot My Password or My Password Expired links at this time*

**Sign In to Change your Password and set up Password Recovery**

Sign in

User Name: [          ]

Password: ●●●●●●●●●●●

Login

**I Forgot My Password**
-or-
**My Password Expired**
(You must have enrolled in this system to use it)

### Now you will be prompted to change your password:

1. Enter your old (or temporary) password (listed above)

2. Enter your new password

3. Confirm your new password

4. Click on "Change Password"

### Make sure your new password meets all of these requirements:

- Minimum length should be at least 8 characters

- Must contain both upper and lowercase characters

- Must contain at least one special character

- Must include at least one number

- Must not have 5 consecutive characters from username

- Must not be a palindrome (forward and reverse spelling the same)

- Must not contain any character more than twice consecutively

* If everything is successful you will see the following screen *

# ACCESSING YOUR
## @STUDENT.LIFE.EDU EMAIL ADDRESS

LIFE UNIVERSITY
LIFE.EDU



*Click on the "Click here to continue" link*



*If you haven't enrolled in the "password self-service portal" before, you will be required to enroll now*

## Now you will be prompted to change your password:

1. Enter your old (or temporary) password (listed above)
2. Enter your new password
3. Confirm your new password
4. Click on "Change Password"

### Notes regarding passwords:

• This password change is for BlackBoard, Email, WebAdvisor and most Life University logins.

• BlackBoard and Email are available for current students and will become available on the first day of class for new students.

• Passwords expire in 90 days.

• For current and prospective students and employees, you will need to change your password EVERY 90 days.

• BlackBoard and WebAdvisor won't tell you when your password has expired, it just doesn't allow you to logon.

• So, if they stop working, go to https://pwd.life.edu and change your password.
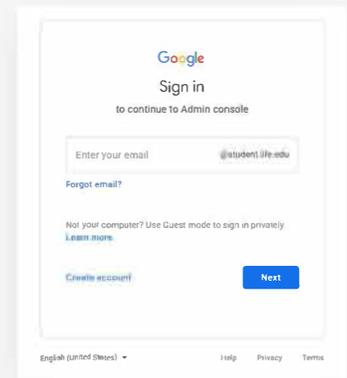
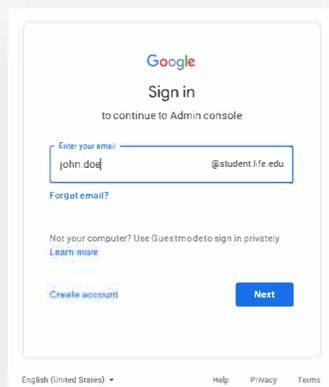## STEP 2 — HOW TO LOGIN TO STUDENT EMAIL AS A NEW STUDENT

*It is recommended to use an incognito window if you are currently signed into any other Google account on your device.
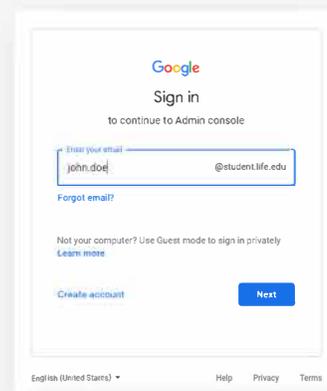
1. Click here to get to login.

   This link will direct you to email login like picture below:

2. Sign in with username@Student.LIFE.edu given and password (you set this password after enrolling in pwd.life.edu).

Username: john.doe

Password: johndoeisCool123!

3. You should now be logged in and able to access your student email.

**Note:** If you have any trouble logging in please email itsupport@life.edu.