Activating Your Account

Navigate to pass.it.ashland.edu and you will see the page below. To activate your account, click on the "Click Here" button underneath "New User?" as show below

After you click the link, you will see the page below. Please enter your username and click “Continue.”
You will then be shown a screen similar to the one below. You must select "Send verification code to my Email ID." Then, select your personal, non-AU email from the drop-down list. Then click “Continue.”

Recovering Your Account Using Email Verification
After you select “Send verification code to my email id”, you will see a screen similar to the one below.
You should receive an email similar to the one below. Each code will be unique.

Enter the code you received into “Verification Code” box on the Password Reset Tool website, then click “Continue” If you have entered the code correctly, you will see the screen below. Enter your new password, confirm your new password, enter the green characters, and click “Reset Password”