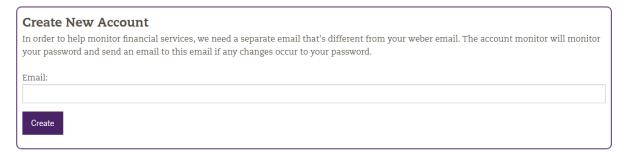
## **Setting Up Account Monitor**

- 1. Go to https://portalapps.weber.edu/accountmonitor/default.aspx
- 2. Under "Create New Account", type in your secondary e-mail.
  - a. Remember, you cannot use your Weber e-mail. You should use a personal e-mail that you will frequently check.



Hello Sarah Abing, this is your account monitor page. You can create, update, or delete an account from here. Your username will be defaulted to the same username you use to log into CAS.



3. Click "Create"



Hello Sarah Abing, this is your account monitor page. You can create, update, or delete an account here. Your username will be defaulted to the same username you use to log into CAS.



- 4. You will see a message saying account was created successfully
- 5. You will get an e-mail to your secondary e-mail saying it was enrolled in Account Monitor.