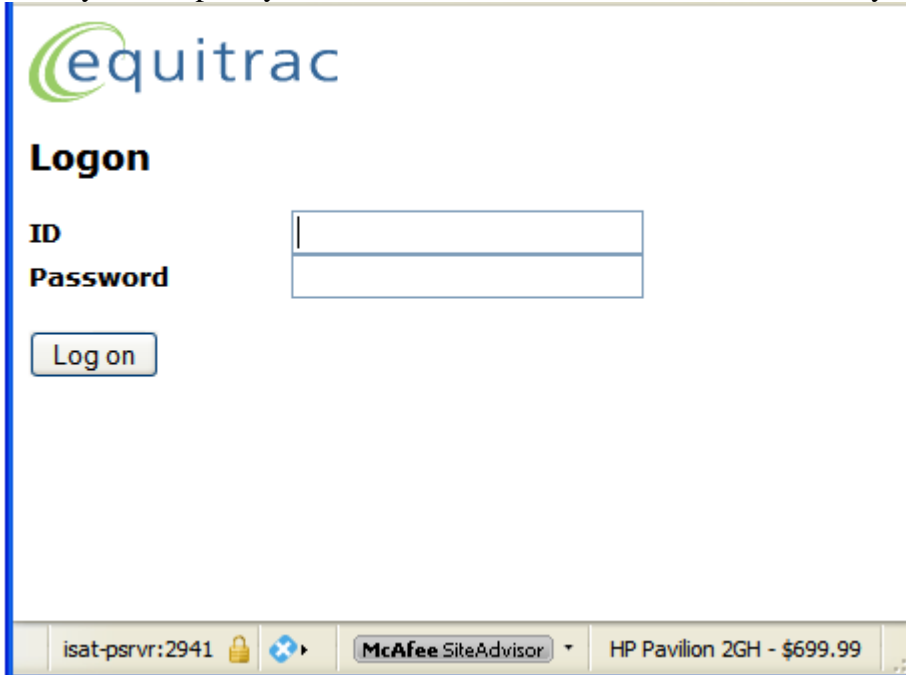


# Setting up your account the first time

Go to <https://isat-psrvr:2941/webtools>

Enter your temporary ID and PIN that should have been emailed to you.



Once you are logged in, you will need to change your ID and Password. Click PIN Management to do this.



## Account Status

Item	Value	Action
User ID:	1234567	<a href="#">Statement</a> ➔
User name:	sam	

**Current balance:** \$0.00

[PIN Management](#) ➔

[Logout](#) ➔



## Student ID and Password PIN Management

**Student ID:** 1234567

**User ID PIN:**

**Enter New  
Password PIN:**

[Back to account status](#) ➔

On this screen, leave the User ID PIN field as your student ID number or enter your ID if it is not already there. Enter a PIN number for your password. The User ID PIN and the Password PIN will be required before you can print.



## PIN update succeeded

PIN update succeeded

[Go back to account page](#) ➔

Once you have successfully changed your ID and PIN, click to go back to the account page and then Logout. You can now use your ID and PIN to print.