



Before you get started on your application, confirm with MSA that all your team members have a profile in the MSA database.

Email [awards@magnet.edu](mailto:awards@magnet.edu) (*subject line: List of collaborators: MSA Awards 2018-2019*).

- First Name
- Last Name
- Job Title
- School
- Email Address

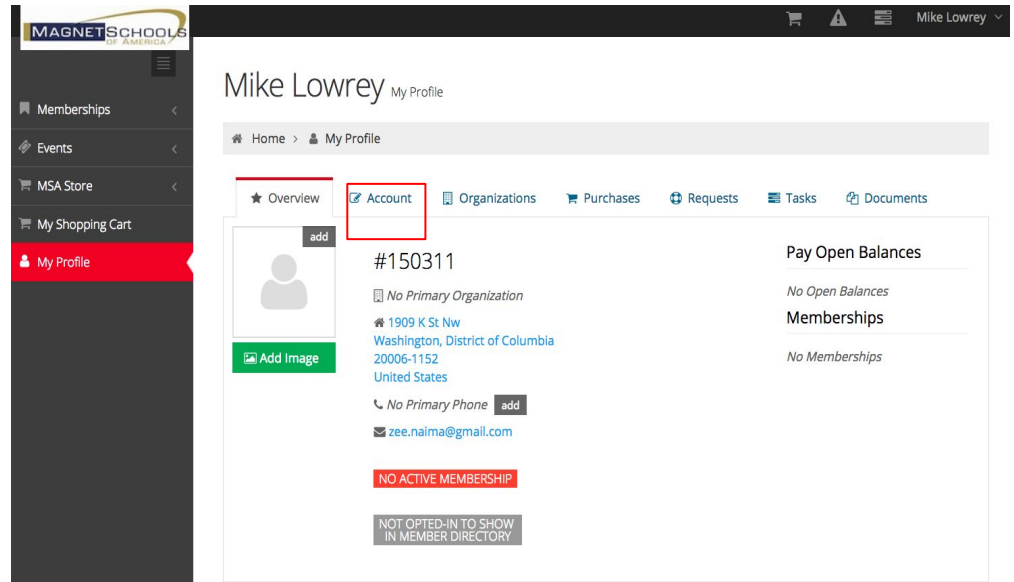
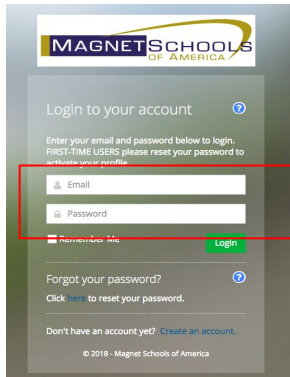
*You will be notified once MSA confirms the team members on your list.*



# Step 1

## Activate your Account

- Email Address
- PW: *Password1*

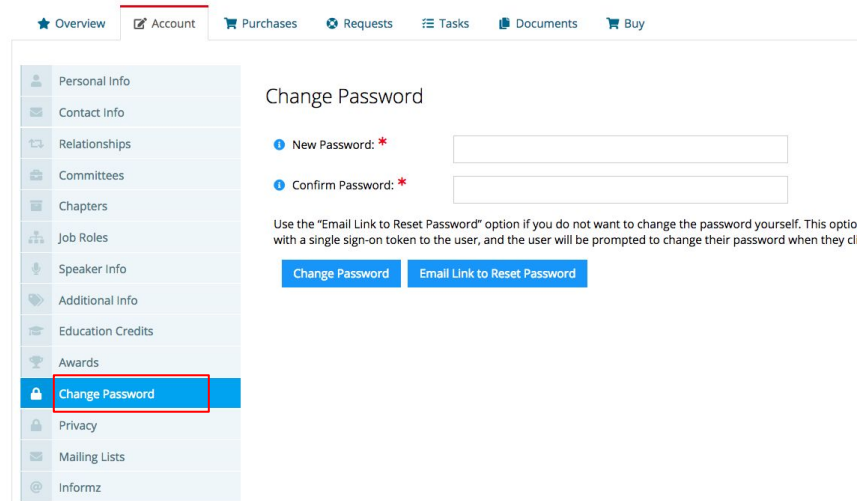


## Step 2

### Change your Password

- Select the “Account” tab
- Scroll down and select “Change Password”

*Remember your new password as you will be using your email address and this new password to access the Awards platform.*



The screenshot shows a user account page with a navigation menu at the top: Overview, Account (selected), Purchases, Requests, Tasks, Documents, and Buy. A sidebar on the left lists account sections: Personal Info, Contact Info, Relationships, Committees, Chapters, Job Roles, Speaker Info, Additional Info, Education Credits, Awards, Change Password (highlighted with a red box), Privacy, Mailing Lists, and Informz. The main content area is titled 'Change Password' and contains two input fields: 'New Password: \*' and 'Confirm Password: \*'. Below the fields is a note: 'Use the "Email Link to Reset Password" option if you do not want to change the password yourself. This option with a single sign-on token to the user, and the user will be prompted to change their password when they click'. At the bottom of the form are two buttons: 'Change Password' and 'Email Link to Reset Password'.