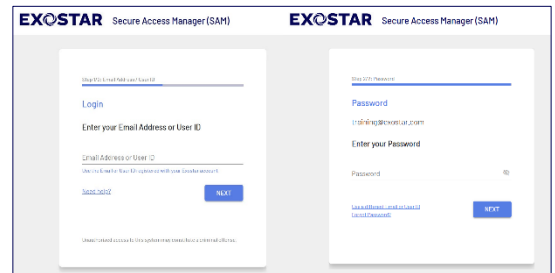


This quick guide walks you through basic features in the SAM portal from logging in to account management.

1 Login to SAM

1. Go to the [SAM login page](#) and enter your **User ID/Email**, click **Next**.
2. Enter your **Password** and click **Next**.

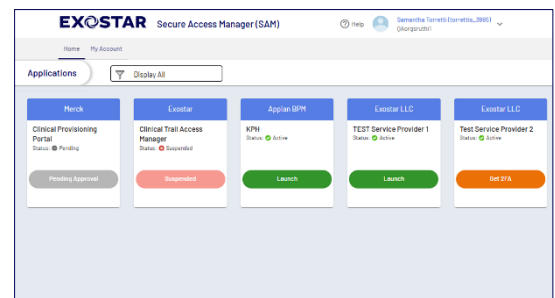
NOTE: If you have forgotten your password, click the **Forgot Password?** Link.



2 Access Applications

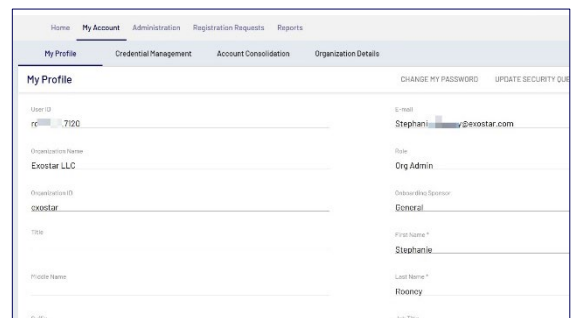
1. After you login to SAM you can access the dashboard and your application(s).
2. Under the **Applications** section, find the application you wish to open by clicking the **Launch** button.

NOTE: If an application is suspended you will need to request access again from your Organization Administrator.



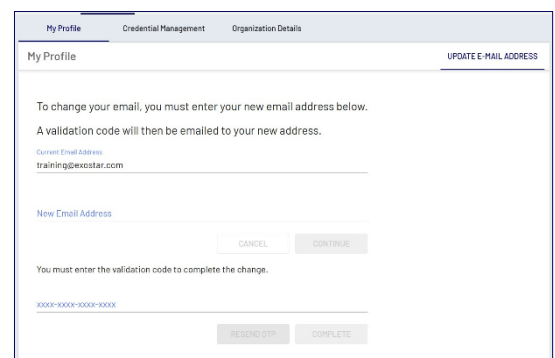
3 Edit Profile

1. To edit your profile from the SAM Dashboard, click **My Account** tab.
2. Then select **My Profile** sub-tab.
3. Edit the field(s) you wish you update, then click **Update** to save your changes.



4 Update Email

1. To change your email, click the **My Account** tab. Then click **Update E-mail Address** sub-tab.
2. Enter your Current email address. Then enter a New email address. Click **Continue**.
3. A validation code will be emailed to the new email address. Enter the **Validation Code**, then click **Complete**.
4. Your email address is now successfully changed.





5 Change Password

1. To change your password, click **My Account** tab. Then select **Change My Password** sub-tab.
2. Enter your Old password.
3. Then enter a new password. Re-enter the new password.
4. Then click **Complete**. Your password is now updated.

REMINDER: Passwords must be a minimum 15 and maximum of 64 characters long. They must include 1 alphabetic character, 1 number, and 1 special character. Leading and trailing spaces are not allowed.

6 Update Security Questions

1. To change your security questions, click **My Account** tab, then select **Update Security Questions** sub-tab.
2. Next select a new **question** from the drop-down list, then enter the **answer**. (Click Show all answers to display your answers).
3. Click **Submit** to update and finalize your changes.

NOTE: The Security Questions option is not available for users linked to an EAG/RIDP corporate credential.

7 Account Consolidation

1. Click **My Account** tab, then select **Account Consolidation** sub-tab.
2. Complete **“Step 1: Account Consolidation”** by entering your second account login credentials. Then click **Sign In to Second Account** button.
3. Next, complete **“Step 2: Choose the Account to keep”** and select your primary account by clicking the radio button. Then click **Consolidate** button.
4. A confirmation screen will display, **“Step 3: Your Account Consolidation Request is now underway”**.
5. You will receive email confirmation this has been completed.

Need Additional Help? Go to Exostar’s Support Site:

- [Secure Access Manager](#) overview
- [SAM Get Started](#)
- [SAM Account Management](#)
- [SAM Training Resources](#)

