Instructions for Accessing the Appalachian myApp Portal

1. Logging into your MyApp portal (myapp.appstate.edu).
   a. Enter User Name. Your user name was emailed to you shortly after you applied.
   b. Enter Password. This is the password you have already created for myAPP.
   c. If you do not know your user name or this is your first time logging into myAPP jump to step 2 below.

2. Forgot or don't know your user name or password?
   a. Click on **Need Help** located on the lower left side of the screen.

3. Verify your personal information to retrieve your user name and student ID number.
    a. If you are unable to verify your information you can contact the Help Desk (828) 262-6266 (they will be closed Dec. 24th – Jan. 1st).
    b. If you are unable to reach the help desk you can email your Admissions Counselor. They will be checking email periodically over the holiday (Dec. 21st – Jan. 1st)

4. Once you have retrieved your user name and student ID number, go to the password manager (http://password.appstate.edu). Enter your user name and follow the on screen instructions.

5. Create a new password and select a new challenge question.

Passwords must be at least eight (8) characters in length with a maximum of thirty (30) characters . Use a combination of letters and numbers (no special characters or spaces) and at least one numerical value is required.

You should not use a previous password when making your selection. You will be notified by email when your password is about to expire (every 90 days). If you need assistance, visit http://support.appstate.edu.

New Password: ●

Verify Password:

Create Password and Update Challenge Question

Challenge Questions

Select new or update current challenge questions to provide an Alternate Authentication. If you forget your password you can confirm your identity by answering a challenge question and other personnel information. You will need to remember the exact answer for the selected challenge question.

Click on one radio button to select a question and type the appropriate answer in the box provided. You may create your own question and answer by clicking on the radio button beside the blank box provided.

- What is your favorite pet's name ?
- What is your mother's maiden name ?
- What is the name of the city/town of your birth ?   To Change Response Click Here
- What is the name of the city/town of your mother's birth?

Update Information

6. myApp Tab

Personal Information   Student   Financial Aid   myApp   Orientation

Admissions

Click Checklist

Admissions Checklist
View your application status and checklist items.

Application for Merit Scholarship
View your scholarship information.

Enter Supplemental Information
Enter and update text for your personal essay or resume.

Transfer Coursework Evaluation
View your articulated transfer credit.

Update Your Courses in Progress
Update Your Courses in Progress

Update Your Email Address
Update your personal email address.

Update Your Intended Major
Update your intended major before confirming enrollment.

Withdraw my Admissions Application
Admissions application withdrawal procedures.

Test Scores
Test scores received by ASU

High School and Prior College(s) Information
View your high school and prior college(s) information.