Step 1. On the University of South Alabama Home page, click JagMail and Help at the top of the screen or just go to http://jagmail.southalabama.edu and skip to Step 2.

Step 2. Click the appropriate Manage ... Account button on the web page.

NOTE: You can also activate your account from the Account Management pages. For Faculty Account Management, please skip the next section.
Step 3. On the next screen, you’ll be prompted for your Jag Number and PAWS PIN. Enter them and click the Submit button.

Note: If you need more information on PAWS PIN review the PAWS FAQ web page: http://www.southalabama.edu/paws/faq.html or contact PAWS Help Desk for assistance: pawshelp@southalabama.edu
Step 4. The next screen prompts you to create a password for your new JagMail account. Note that this password must be at least 8 characters long. Type in the new JagMail password, confirm it, and click the Submit button.

Step 5. Next, click the Login Page link to go to the Google Mail login page.

NOTE: At this point, (if successful) the new password you’ve just created resets the password for both your new JagMail account and your Sakai account.
Step 3. On the next screen, you’ll be prompted to choose an Account Type. For an individual employee email account (joefaculty@southalabama.edu) choose Faculty/Staff. For a departmental email account (history@southalabama.edu) choose Generic.
Step 4. On the next screen, you’ll be prompted for your **Jag Number** and either your **PAWS PIN** or the **Last 6 of SSN**. Enter them and click the **Submit** button.

**NOTE:** If you need more information on PAWS PIN review the **PAWS FAQ** web page: [http://www.southalabama.edu/paws/faq.html](http://www.southalabama.edu/paws/faq.html) or contact **PAWS Help Desk** for assistance: pawshelp@southalabama.edu or (251) 460-7868.
Step 5. The next screen prompts you to select your email new email address from a list provided, and to check that you agree to use this email account in accordance with the University computer use policies (http://www.southalabama.edu/csc/policies/index.html).

NOTE: If you already have a USADIR or HealthGate Portal login, be sure to select the email address that matches that login.
Step 6. The next page will be a confirmation page. Click the **Login Page link** to go to the Google Mail login page.

JagMail / Google Apps
Non-Student Account Request

**Step 4: Request Confirmation**
Your email account request has been sent to Academic Computing. Your request will be processed within **one business day**. Assuming that everything is in order your account will be created as indicated below. Please [print this page](#) for your records:

Display Name: John Quincy Testcase  
Username / JagNet ID: jqltestcase  
Initial Password: K4s3HMk  
Email Address: jqltestcase@southalabama.edu  
Login Link: [https://mail.google.com/a/southalabama.edu](https://mail.google.com/a/southalabama.edu)

This account is to be used for instructional, administrative, or research functions by the faculty or staff member to whom it is assigned. Other individuals, whether they are University affiliated or not, may not use this account. This account may not be used for paid consulting or commercial purposes. Use of this account is governed by the University computer use policy at [http://www.southalabama.edu/csc/policies/index.html](http://www.southalabama.edu/csc/policies/index.html).

Accounts may be removed if inactive for over 90 days.

[Exit](#)
Final Step for both Students and Faculty / Staff

Type in your full email address and the new **JagMail password** you just created and click the **Sign In** button. At this point, you should be logged into your JagMail account.

If you still need assistance, please let us know at which step above (1-6) the problem occurs. Please call **Academic Computing** at (251) 460-6161, or email your request for assistance to **JagMail Help Desk**: helpdesk@southalabama.edu