

# How to Activate Your LASP Web Account

When LASP creates a web account for you, you will receive an email message from the LASP Web Identity and Access Management (WebIAM) system. Below are the steps for activating your new account.

1. Check your email (and spam folder) for an invitation email message. The subject line will be "LASP WebIAM Notification" and will contain text similar to the following:

Welcome to LASP WebIAM authentication! Your administrator has just requested that you update your Lasp account by performing the following action(s): Update Password, Update Profile. Click on the link below to start this process.

[Link to account update](#)

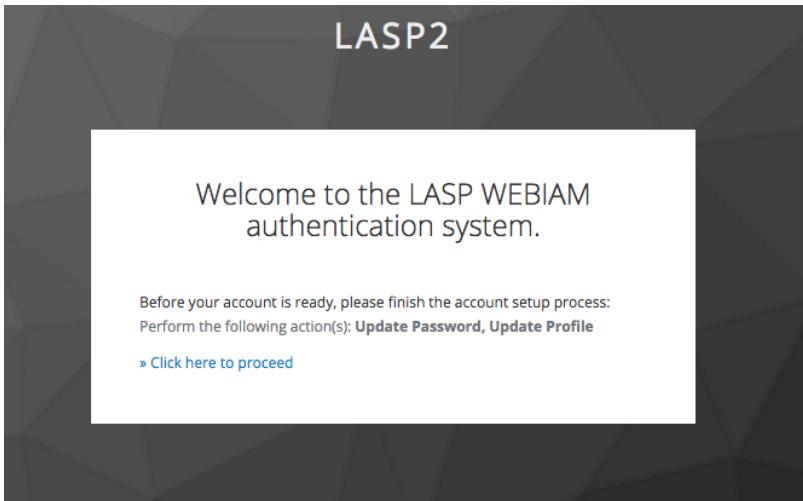
This link will expire within 12 hours.

If you are unaware that your admin has requested this, just ignore this message and nothing will be changed.



Please verify the sender of any account update message is "**LASP Authentication Sytem** <keycloak-noreply@lasp.colorado.edu>". Additionally, verify that the host name in the actions hyperlink is **lasp-auth.colorado.edu**

2. Click the "Link to account update" hyperlink. Your default browser will then take you to an account update page similar to the following:



3. Click the "Click here to proceed" hyperlink. You will then be required to create a password. Click "Submit" when finished.

## Update password



You need to change your password to activate your account.

New Password

Confirm password

Submit

### Password Policy

The follow password policy is in place

- Can not re-use previous 5 passwords
- Can not be your username
- Minimum length of 8 characters
- Must contain at least 1 digit
- Must contain at least 1 lower case character
- Must contain at least 1 upper case character
- Must contain at least 1 special character: ( ` ~ ! ? < > , . / \ ; : @ # \$ % ^ & \* - \_ + = )

4. Verify or Update your user information. Click "Submit" when finished.

## Update Account Information



You need to update your user profile to activate your account.

Email

First name

Last name

Submit

5. Your account will now be setup. Click the "Please click here to login" to go to your [Account Management](#) page to make further changes, or simply close your browser window.

Your account has successfully been  
setup.

[Please click here to login.](#)

Your account has been updated.

6. If you wish, you can navigate to the [LASP Account](#) page to verify your account.



If you have trouble activating your account, please contact your LASP project representative for assistance.

### Related articles

- [How to Check or Setup LASP O365 MFA](#)
- [How to Download the LASP VPN application \(Cisco AnyConnect\)](#)
- [How to Connect to the LASP VPN](#)
- [How to Reset Your LASP Web Account Password](#)
- [How to Activate Your LASP Web Account](#)