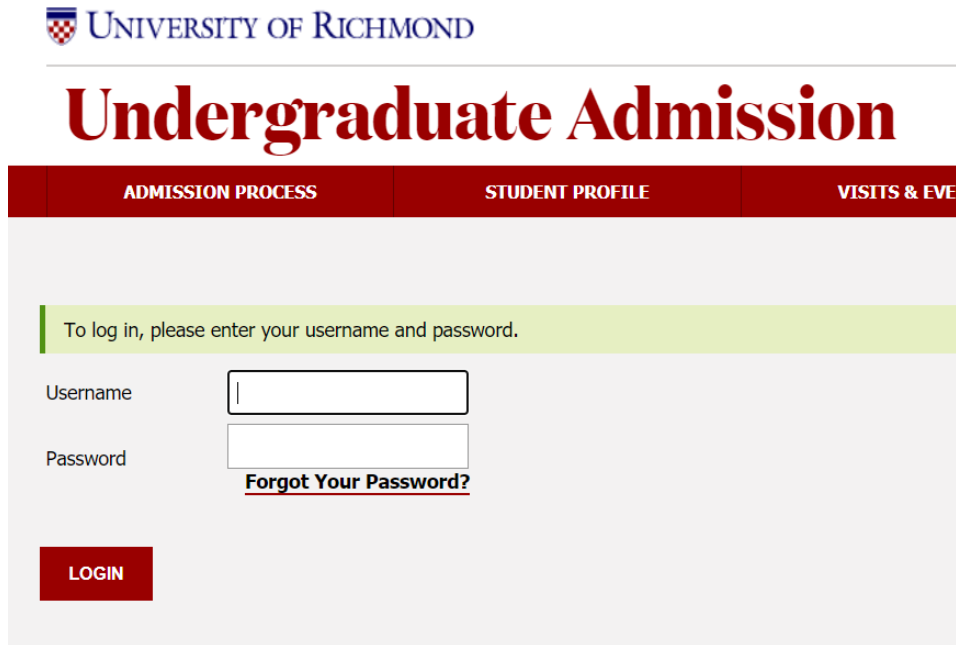


How to Activate your Portal:

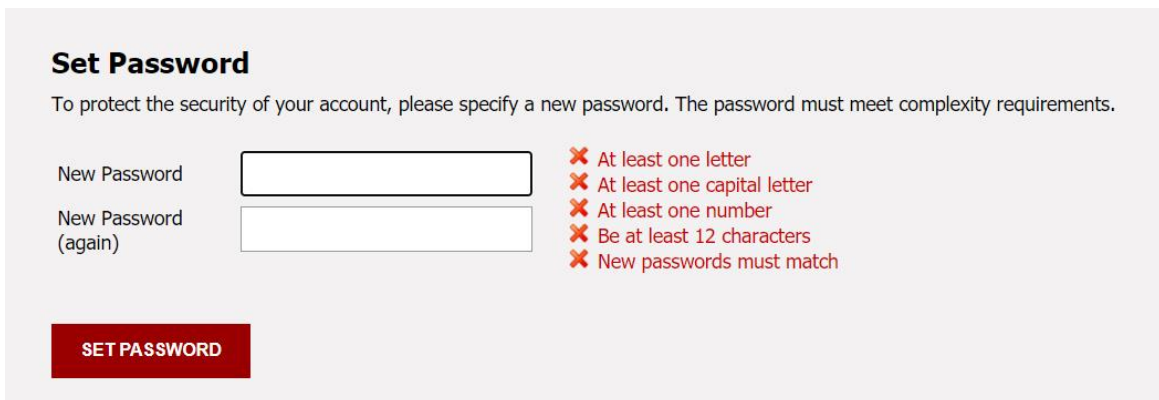
After receiving our initial setup email, you will be directed to a screen which will request the email associated with your membership and the unique PIN you received in your email:



The screenshot shows the University of Richmond logo at the top left. Below it is the text "UNIVERSITY OF RICHMOND". The main heading is "Undergraduate Admission" in a large, bold, red serif font. Below the heading is a navigation bar with three tabs: "ADMISSION PROCESS", "STUDENT PROFILE", and "VISITS & EVENTS". The "ADMISSION PROCESS" tab is selected. Below the navigation bar is a light green banner with the text "To log in, please enter your username and password." Below the banner are two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forgot Your Password?". At the bottom left of the form is a red button labeled "LOGIN".

Enter your email as the Username and PIN from the email as your Password.

Then you will be taken to the password reset screen where you will create your own personalized password.



The screenshot shows the "Set Password" screen. At the top left is the heading "Set Password". Below it is the text "To protect the security of your account, please specify a new password. The password must meet complexity requirements." Below this text are two input fields: "New Password" and "New Password (again)". To the right of the input fields is a list of requirements, each preceded by a red "X" icon: "At least one letter", "At least one capital letter", "At least one number", "Be at least 12 characters", and "New passwords must match". At the bottom left of the form is a red button labeled "SET PASSWORD".

Once your new password is set, you will be automatically redirected to the ARC Portal Homepage.