## Activate Your Westfield State Account

Open a web browser and navigate to the following address:

http://www.westfield.ma.edu/activation



Enter your myWestfield User ID. Click the 'I'm not a robot' checkbox. Follow any instructions the reCAPTCHA\* directs you to perform.

\*reCAPTCHA is a free service that protects your website from spam and abuse. reCAPTCHA uses an advanced risk analysis engine and adaptive CAPTCHAs to keep automated software from engaging in abusive activities on your site. It does this while letting your valid users pass through with ease.

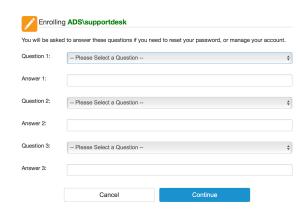


The first step in activating your Westfield State account is to enroll in our Password Station appliance. You must provide answers that only you would know to 3 unique identity questions. You will also be given the option to provide a backup email address and a mobile number. When a password reset is needed, your identity questions can be answered or a code can be sent to your backup email address or mobile number.

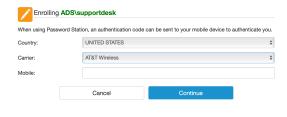
Click 'Continue'.

Enter your current myWestfield password and click 'Continue'.

Select 3 questions and enter answers to these identity questions. Please remember that the answers to these identity questions are case sensitive. Click 'Continue'.



Enter your mobile number and carrier information. In the event that you do not remember the answers to your identity questions, Password Station can send a code to your mobile device to help you regain access to your Westfield State account. Click 'Continue'. This step is optional.



Enter a personal email address. In the event that you do not remember the answers to your identity questions, Password Station can send a code to your personal email address to help you regain access to your Westfield State account. Click 'Continue'. This step is optional.



You have successfully enrolled in Password Station and your Westfield State account is now activated. If you need help regaining access to your Westfield State account, please visit the myWestfield login page and click 'Reset Your Password'.