

# Onboarding Your New Sage Account

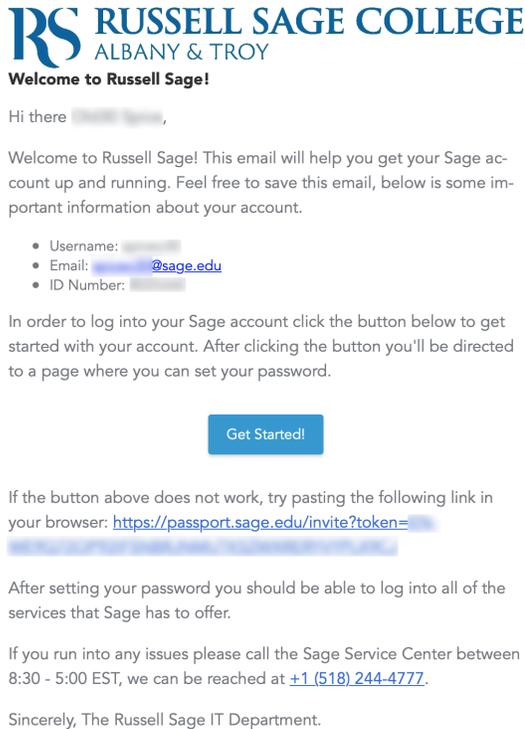
Welcome to Russell Sage! This article provides an overview of getting your new Sage account set up.

## Keep an eye on your email

Keep an eye out for a welcome email from [passport@sage.edu](mailto:passport@sage.edu) titled "Welcome to Russell Sage!" The email will be sent to the email address that you provided to the College.

## I have the email!

Once you have the email you can begin setting up your Sage account. For reference the email will look like this:



click photo to enlarge

## Set your password

Once you have the email click on the button or follow the link provided in the email. You'll be directed to a page where you can create the password for your Sage account.



Hi [redacted],

Let's get your account up and running!

Password

Create a password for your Sage account.

Let's Go!

click photo to enlarge

Enter a password that meets the following guidelines:

- At least 8 characters long
- At least 1 lower case character
- At least 1 upper case character
- At least 1 numerical character
- At least 1 special character (e.g. ~!@#%&\*()|?/><;)

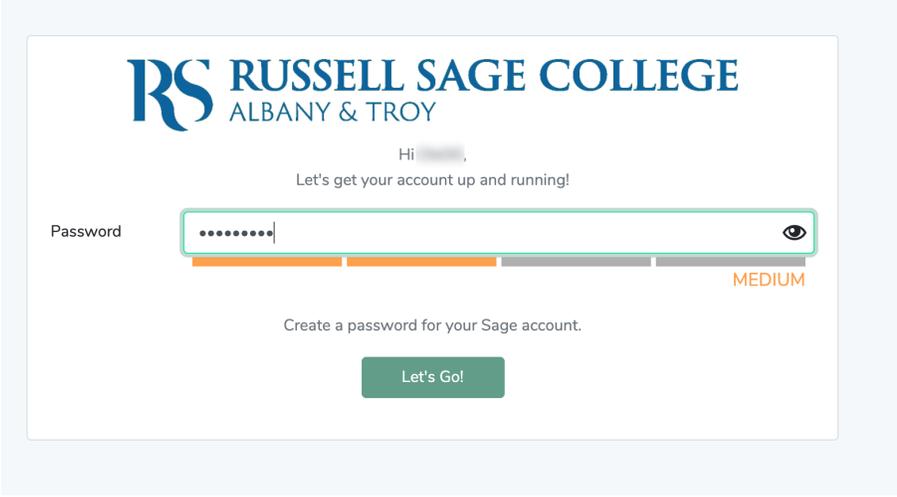
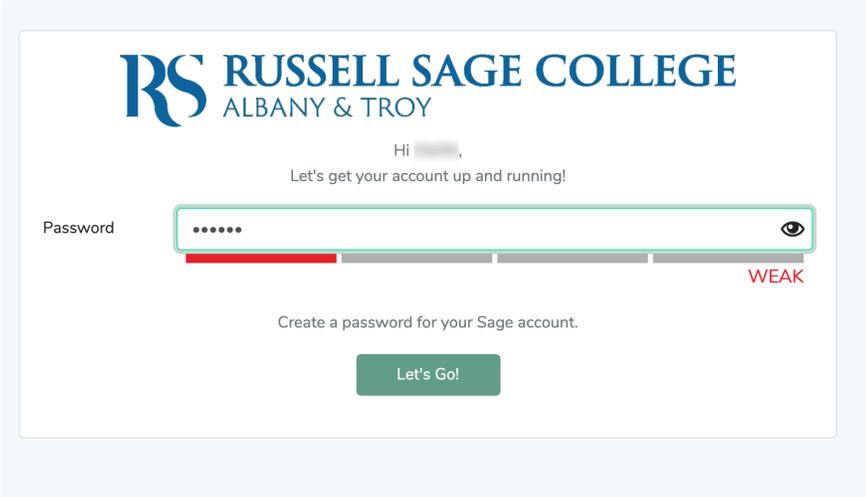


Tip

For more information about passwords at Sage check out [this KB article](#).

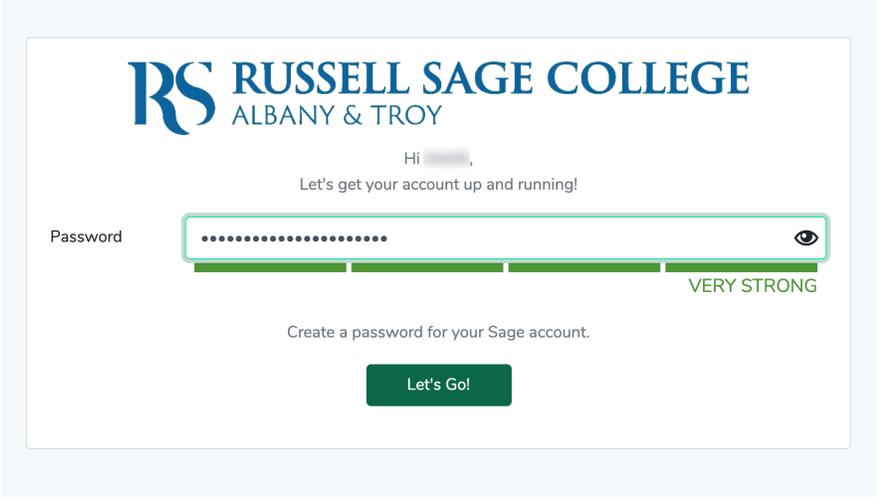
As you enter your password, the password strength meter will change and the "Let's Go!" button will become enabled.

If you enter your password and the button does not turn a darker green color and/or the strength meter is red or yellow, you may need to try a different, stronger password.



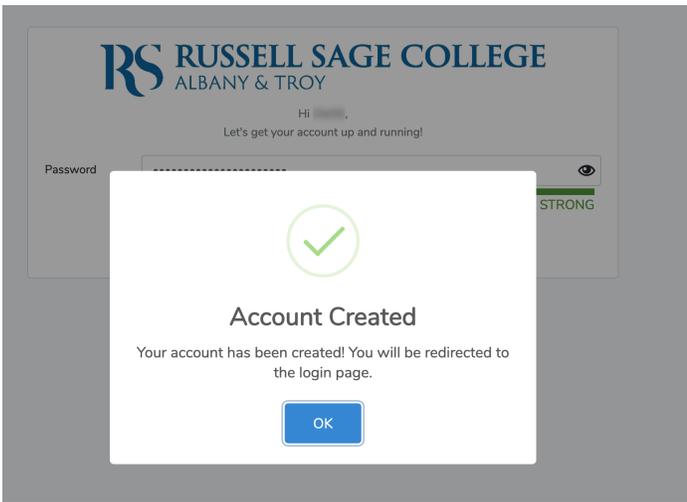
click photos to enlarge

Once you've entered a strong password that meets the guidelines above, the form will look like this:



click photo to enlarge

Click the dark green button labeled "Let's Go!" to set your password. You will see a confirmation popup that looks like this:



click photo to enlarge

## Wrapping up

Now you're ready to log into any digital services that Sage has to offer! If you encounter any problems please reach out to the Service Center [by phone](#) or [in person](#).

## Related articles

- [Password Information](#)
- [How-To: Recover my Sage password via Sage Passport](#)
- [How-To: Change my Sage password via Sage Passport](#)
- [How-To: Obtain your Sage ID Card](#)
- [Onboarding Your New Sage Account](#)