

AMAES Student Email Account Activation Guide

AMA Education System provides every enrolled student a unique Universal Student Number (USN) account plus an official email account. This email account is now powered by the full Google Apps Education Suite, a new platform for student email accounts at AMAES.

Enrolled students are required to use the official AMAES email account for AMA-related correspondence.

Assignments, course materials, scholarships information, and other important information, will only be sent to your official AMAES email address. So make it a habit to check your email regularly and maintain your inbox.

Steps to activate your new Email account.

1. Know your new AMA Email address

- Login to AMA student portal <http://my.ama.edu.ph>
System automatically assign student an email account upon first time login to portal.
- Your new email address is : username@ama.edu.ph
- Your initial password is the same as your USN password

2. Activate your AMA Email account

- Go to the Email login page : <http://gmail.ama.edu.ph>
- Enter your username and initial password .
- Activate your account.
When you login for the first time, you will see the activation screen.
In the activation screen, enter the validation characters, review the Terms of Service, and click on "I accept, Create my account"
- Change your password.
- Start using your new Google email account.

3. Make new Email your official email address

Your Google account is more than an email. It has an integrated communication and collaboration solution such Google Calendar , Google Talk, Google Docs, Google Sites and more.



Remember to protect your privacy by periodically changing your password:

Click on "**Settings**" on the top right area of your window, then click on the **Accounts** then the "**Change password**". Enter your current password and your new password twice then click on "**Change Password**".