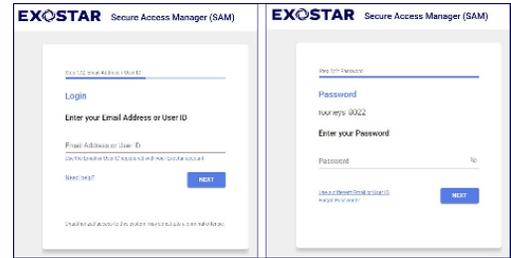# EXOSTAR

SAM Quick User Guide

This quick guide walks you through basic features in the SAM portal from logging in to account management

1 Login to SAM

1. Go to the SAM login page and enter your **User ID/Email**, click **Next**.
2. Enter your **Password** and click **Next**.

*NOTE: If you have forgotten your password, click the **Forgot Password?** Link.*

2 Access Applications

1. After you login to SAM you can access the dashboard and your application(s).
2. Under the Applications section, find the application you wish to open by clicking the **Launch** button.

NOTE: If an application is suspended you will need to request access again from your Organization Administrator.

3 Edit Profile

1. To edit your profile from the SAM Dashboard, click the **My Account** tab.
2. Select **Edit Profile** sub-tab.
3. Edit the field(s) you wish you update, then click **Continue**.
4. Verify the changes you made and click **Submit**. (Click *Modify* if you need to correct any changes).
5. A confirmation message will display you have successfully changed your user information.

4 Change Email

1. To change your email, click the **My Account** tab. Then click **Change Email** sub-tab.

2. Select the "**click here**" link to change your email address.
3. On the next screen, enter your *current email address* first, and then enter your **new email address**.
4. Then click **Continue**.
5. You will be emailed a **validation code**, enter that code in the field provided and click **Complete.**
6. Your email address is now changed.

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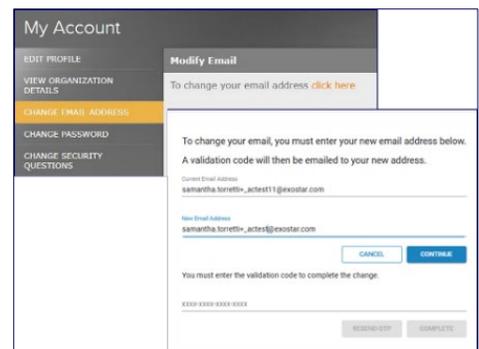
5 Change Password

1. To change your password, click **My Account** tab. Then select **Change Password** sub-tab.
2. Select the "**click here**" link to change your password.
3. On the next screen enter your **old password**.
4. Next enter a **new password** and re-enter it again to confirm. Then click **Next**.
5. A confirmation message will display your password is successfully changed.
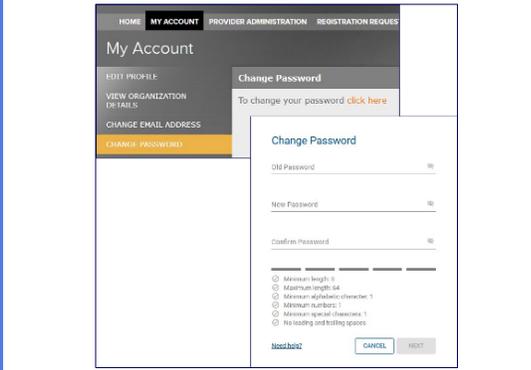
6 Change Security Questions

1. To change your security questions, click **My Account** tab, then select **Change Security Questions** sub-tab.
2. Place a checkmark in the "**Change**" box to change the **security question**.
3. Select the security question from the drop-down list and enter a new answer.
4. Next click **Submit** to save the changes.
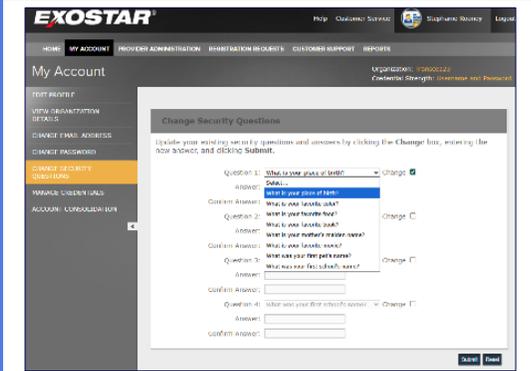
7 Account Consolidation

1. To change your security questions, click **My Account** tab, then select **Account Consolidation** sub-tab.
2. Click the "here" link to access the Account Consolidation page.
3. Follow the prompts on the screen, sign-in to your **second account**.
4. On the next screen, select the account you want to set as your **primary**. Then click **Consolidate**.
5. An important notice will display, check the box "**I acknowledge this statement**" and then click **Consolidate** to complete the process.
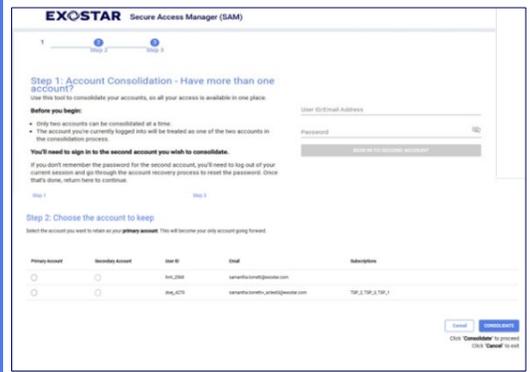
NOTE: Click Cancel at any time if you do not want to consolidate accounts.

Need Additional Help? Go to Exostar's Support Site:

- Secure Access Manager overview
- SAM Get Started
- SAM Account Management
- SAM Training Resources