

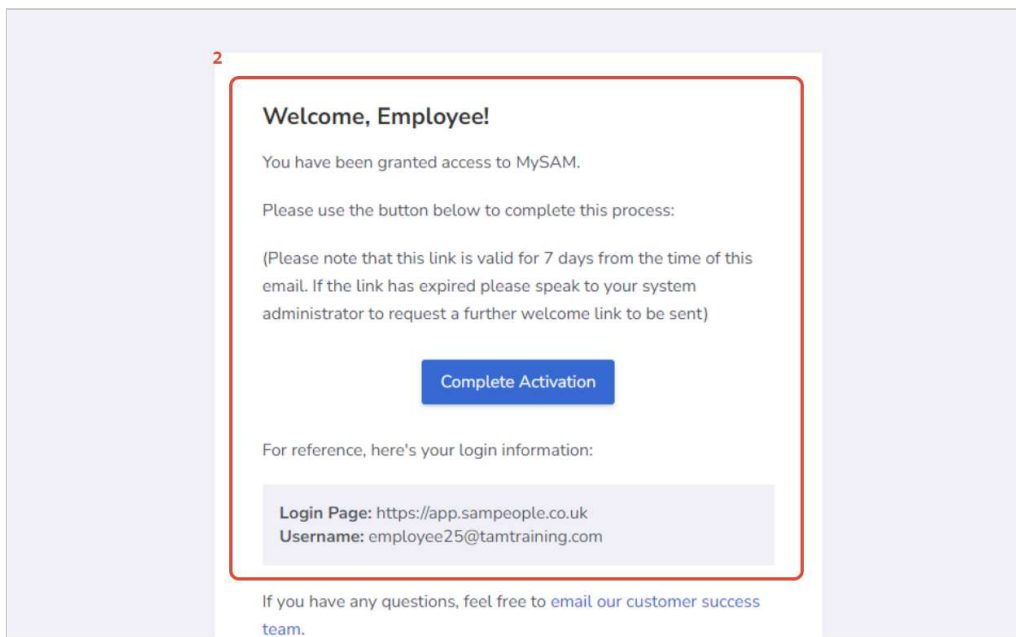
MySAM Employees Guide – Activating your MySAM Account

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A step-by-step guide on how to activate your **MySAM** account.

1. You will receive an email from **SAMpeople**. If the email is not in your inbox, please check your Junk/Spam folders.
2. From the email, click **Complete Activation**.



3. Enter and confirm a password, then click **Submit**.

The page will refresh to the log-in page.

3

Reset your password

password

confirm password

Submit

4. Enter your user name – this is the email address you received the activation email to.

Enter your password and click **Sign In**.

Once signed in, if you are already a user, you will need to click on the **MySAM** button on the left-hand menu. If you are not a **SAMpeople** user, you will go directly to your **MySAM** portal.

4

Sign in to your account

username

Password

Forgot Password ?

Sign in

QR Code

5. The QR code will take you straight to the SAMpeople web page, where you can log in.



Click the link below to view our help video..

[Video - Activating Your MySAM Account](#)