1. Log in to BanWeb.
2. Click "Personal Information"

3. Click "Activate New Google Apps Account (Email)"

4. Click "Activate" next to your email address.

5. Click the appropriate answer for the ITAR/EAR questions and click either "Accept" or "I do not agree"
6. Click "Return to the main email listing page"
   You should see your temporary password on this screen.

7.