

NetID Management

Account Activation for First-Time Employees

Introduction

As a new TU employee, you must activate your TU NetID account once to gain access to many TU resources. This self-help document will guide you through this process of activating your NetID account.

First-Time Account Activation

1. From your favorite browser type towson.edu/netid.
2. Under the **Activate NetID** section, click the **Activate** link.



Figure 1

3. Verify your identity by entering your **user information** into the required fields.

Figure 2

Note: Your **TUID** is the bolded number on your TU One Card.



Figure 3

4. Click the checkbox beside **I'm not a robot** and **Verify** your identity.
5. Click the **SUBMIT** button.



Figure 4

- Review the **Acceptable Use Policy** and **ACCEPT** the terms.

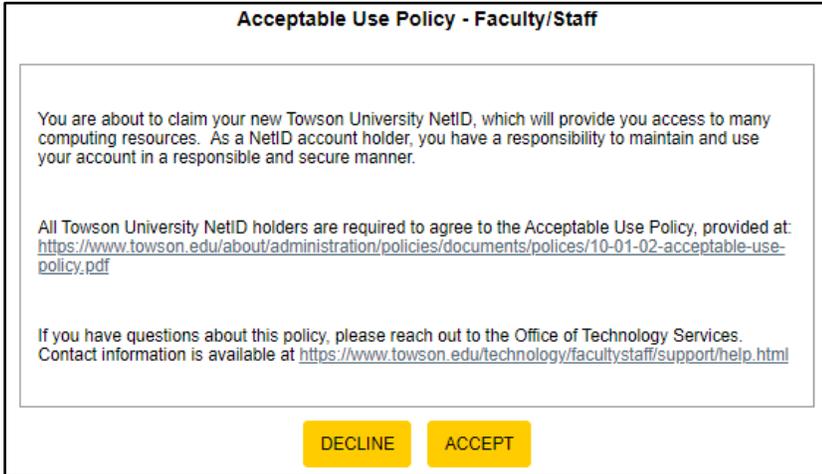


Figure 5

- Click the **NEXT** button to configure your **Security Questions, Profile** and **Password** for the first time.



Figure 6

Setting Security Questions

- There are three default security questions. We recommend that you choose questions that are preferable to you. To change the question, click the **Pencil** icon beside a question and then click the drop-down arrow beside the existing question. Click on the desired security question.

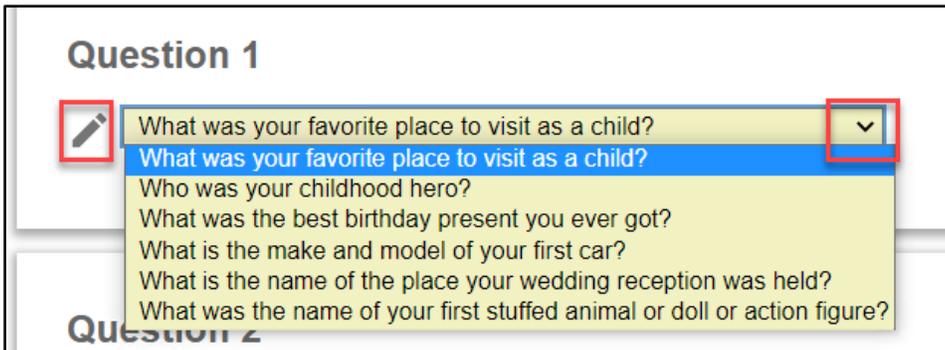


Figure 4

- To answer a question, type your answer in box above **Answer for Question #** box and then confirm the answer by typing it again in the **Re-type Your Answer for Question #** box. Answers are **not** case-sensitive. If you click on the **SHOW ANSWERS** button at the bottom of the page, all answers will appear in lower case.

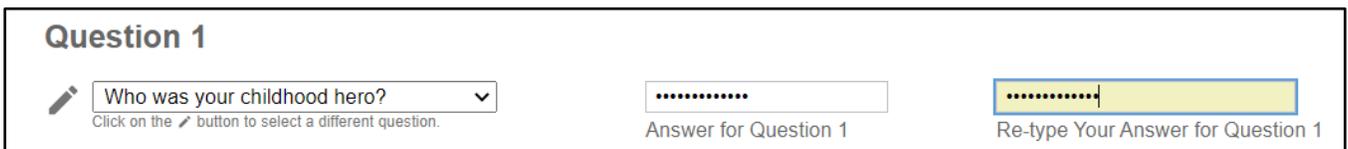


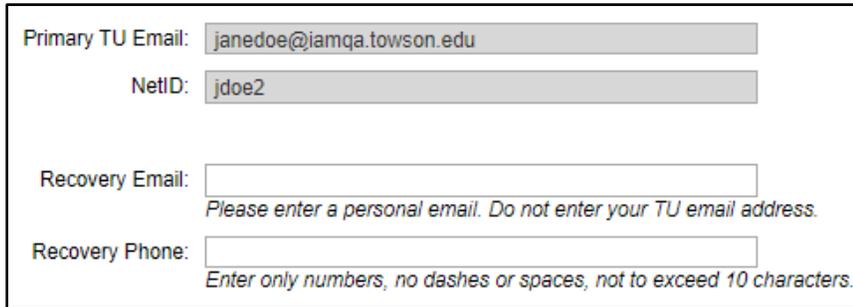
Figure 5

- Repeat the process for Questions 2 and 3 and then click the **SUBMIT** button at the bottom of the screen. The **Password Recovery Information** screen will appear.

Password Recovery Information

The Recovery Email and Phone are used for recovering a forgotten or expired password. Use a personal email address and/or personal mobile phone number that can receive a SMS text message.

1. Add a **Recovery Email** and/or a **Recovery Phone** number in the designed fields.



Primary TU Email:

NetID:

Recovery Email:
Please enter a personal email. Do not enter your TU email address.

Recovery Phone:
Enter only numbers, no dashes or spaces, not to exceed 10 characters.

Figure 6

2. Click the **SUBMIT** button at the bottom of screen.

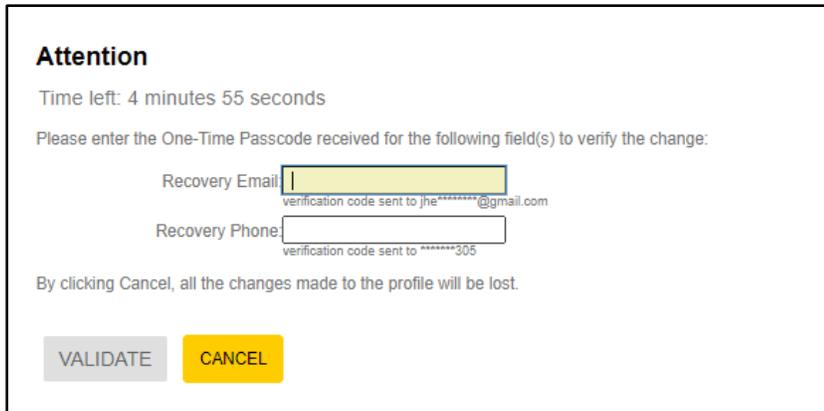


DISCARD CHANGES SUBMIT SKIP

Figure 7

3. Enter the **one-time passcode** you received in your personal email into the **Recovery Email** field.
4. Enter the **one-time passcode** you received in your text messages into the **Recovery Phone** field.

Note: This step must be completed within 5 minutes.



Attention

Time left: 4 minutes 55 seconds

Please enter the One-Time Passcode received for the following field(s) to verify the change:

Recovery Email:

Recovery Phone:

By clicking Cancel, all the changes made to the profile will be lost.

VALIDATE CANCEL

Figure 8

5. Click the **VALIDATE** button.
6. Click the **CLOSE** button on the **Attention** pop-up window. The **Create New Password** screen will appear.



Attention

This process is complete.

CLOSE

Figure 9

Creating a Password

The final step of the one-time account activation process is to create a unique password. This password will be used to access your email, timesheet, blackboard, and many other TU resources.

1. From the **Create New Password** screen, enter a new password in the **New Password** field.

Please create a unique password that only you will know. We encourage the use of a passphrase that will be easy for you to remember but also difficult for hackers to guess. For example, MYDOGWEARSPURPLEPAJAMAS or UNICORNSLUVCAKES. Your password should NOT contain your name, your birthday or your NetID. Lastly, please ensure you are using at least 12 characters for your password.

* New Password:

Password Strength:

* Re-type Password:

RESET PASSWORD

Password Rules	Default
Mandatory	
Length: Minimum	12
Length: Maximum	128
Letters: Minimum	2
Legal First Name: Disallow contain	Yes
Legal Last Name: Disallow contain	Yes
Primary TU Email: Disallow contain	Yes
NetID: Disallow contain	Yes
Email Address 2: Disallow contain	Yes
TUID: Disallow contain	Yes
Preferred First Name: Disallow contain	Yes
Preferred Last Name: Disallow contain	Yes

Figure 10

Note: Your new password must follow Password Rules listed.

2. Repeat the password in the **Re-type Password** field.
3. Click the **RESET PASSWORD** button. Two **Attention** dialog boxes will appear.

Attention

Please wait while the password(s) are reset.

Figure 11

Attention

You have successfully reset your password. You will advance to the application momentarily.

Figure 12

4. Finally, the **TU NetID Activation Complete** page will appear as confirmation that you have successfully completed your TU NETID activation process.

TU NetID Activation Complete

Your NetID is now active. You may print this page for your records. You will also receive a copy by e-mail at your TU e-mail address and your personal email address if one is already recorded in our system.

That email will provide a copy of your NetID (username) and your TU email address. Using the NetID you were supplied and password you set during the activation process, you can also log back into the NetID Management system using your NetID and password, and view your NetID, email address, and other information about your NetID.

Figure 13