# **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.

# Activate NetID

Activate a new NetID (first time users only).

### Figure 1

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

* NetID Type: Select your NetID type. NOTE: If y student, select Faculty/Staff	Select  vou are both an employee and a	
* TUID:	Enter vour 7 digit TUID number	
* Legal Last Name:	Please enter your legal last name	
* Date of Birth:	Format: mm/dd/yyyy	
* Captcha:	I'm not a robot	
	SUBMIT	
* Required field		

### 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



6. Review the Acceptable Use Policy and ACCEPT the terms.

Acceptable Use Policy - Faculty/Staff
You are about to claim your new Towson University NetID, which will provide you access to many computing resources. As a NetID account holder, you have a responsibility to maintain and use your account in a responsible and secure manner.
All Towson University NetID holders are required to agree to the Acceptable Use Policy, provided at: https://www.towson.edu/about/administration/policies/documents/polices/10-01-02-acceptable-use- policy.pdf
If you have questions about this policy, please reach out to the Office of Technology Services. Contact information is available at <a href="https://www.towson.edu/technology/facultystaff/support/help.html">https://www.towson.edu/technology/facultystaff/support/help.html</a>
DECLINE

#### Figure 5

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



#### Figure 6

### Setting Security Questions

1. There are three default security questions. We recommend that you choose questions that are preferrable 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.

Qu	estion 1
	What was your favorite place to visit as a child?
	What was your favorite place to visit as a child?
	Who was your childhood hero?
	What is the make and model of your first and
	what is the make and model of your first car?
	What is the name of the place your wedding reception was held?
Qu	What was the name of your first stuffed animal or doll or action figure?

### Figure 4

2. 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.

Question 1		
Who was your childhood hero?	•••••	•••••
Click on the 🖌 button to select a different question.	Answer for Question 1	Re-type Your Answer for Question 1

#### Figure 5

3. 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:	janedoe@iamqa.towson.edu
NetID:	jdoe2
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

### 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.





### 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 passp JNICORNSLUVCUPCAKES. Your password should NOT contain your name, your birthday	hrase that will be easy for you to remember but also difficult for hackers to gues or your NetID. Lastly, please ensure you are using at least 12 characters for you Recovert Pulse	s. For example, MYDOGWEARSPURPLEPAJ, ir password.
* New Password: Password Strength:  * Re-type Password:   RESET PASSWORD	Password Rules Mandatory Length: Minimum Length: Maximum Letters: Minimum Legal First Name: Disallow contain Legal Last Name: Disallow contain Primary TU Email: Disallow contain NettD: Disallow contain TUID: Disallow contain TUID: Disallow contain Preferred First Name: Disallow contain Preferred Last Name: Disallow contain	Default 12 128 2 Yes Yes Yes Yes Yes Yes Yes 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