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Hello,		
Vanderbilt University would like to in	invite you to create an account. You may start the claim process by visiting:	
6ma2VroWOpAtTmawKobyMoZck		
Your Vanderbilt account provides th 1. Login for Vanderbilt systems an a. VUnetID - This will be your un b. ePassword - Your password c. Email Address(if provided) - Y	he following: Ind tools nique username to access Vanderbilt systems d to access Vanderbilt computer systems Your Vanderbilt email account	
For any questions regarding this en	mail please contact @Vanderbilt.Edu 3	
Vanderbilt University Nashville, Tennessee 37240 http://www.Vanderbilt.edu		
This message was intended for	. Do not reply to this e-mail. To contact us please click here:	
www.yanderbilt.edu/accessyu		

Sample Invitation Email

To accept your Vanderbilt Account Invitation click on the link in the email, <u>http://www.vanderbilt.edu/its/Accept Invitation</u> (Item 1 in the Sample Invitation Email)

NOTE: Having trouble? Need to ask a question? Contact the person listed in your email (item 3 in the Sample Invitation Email).

Welcome to AccessVU - The Vanderbilt Account Registration System
 Go to the Identity Confirmation Tool Log into Identity Manager Support
Invitation Email Address: Prepopulated Email Address
Invitation Code: Prepopulated Invitation Code
Submit Code Cancel

Screen 1 – Account Registration

When you click on the link, the email address that the invitation was sent to and the invitation code should prepopulate. If your information does not prepopulate, type in the email address then copy and paste the invitation code (item 2 in the Sample Invitation Email) into the Invitation Code text box.

Click on, "Submit Code"

NOTE: The invitation code is valid for only one use.

The Invitation	on has been validated. Once you have completed the sign-up process, the invitation code will no longer be recogn
Here is wha • Read and • Enter you • Set up pa • Create you	t you will do to set up your VUnetID and ePassword. I accept the terms of use for the VUnetID (Acceptable Use Policy) ur identifying information assword recovery questions our ePassword
We will wa	k you through these steps. Just click Continue to get started.

Screen 2 – Account Registration

Screen 2 describes the account registration process. Click on, "Continue" when you are ready to proceed.

Estab	lishing your Vanderbilt User Account
I. Intr	oduction
he mission pholds the h reative expe	of Vanderbilt University is to be a center of scholarly research, informed and creative teaching, and service to the community and society at large. The univers ignest standards and is a leader in the quest for new snowledge through scholarship, dissemination of hnowledge through teaching and outreach, and imministion of ideas and soncepts. In pursuit of these coals, Vanderbilt values met highly intellaul feedom that supports open inaum, and equality.
to achieve its the mass ac nembers ma /anderbilt co	mission, the university applies substantial financial and personnel assets toward operating a reliable, available, and secure network-computing infrastructu phone digital tarks subjects and secure the secure secu
the guiding i and scholars policy has the	urpose of the AUP is to ensure that the university's information technology resources are used to promote the core mission of Vanderbillt in education, resea (i)), patient care, and service, either directly or through the various administrative entities and services that enable Vanderbillts core mission. To that end, the following patient
A. First B. That C. That	and foremost, that information technology resources are used for their infended purposes; The use of information technology resources is consistent with the principles and values that govern use of other university facilities and services; and the integrity, reliability, availability and performance of information technology resources are protected
II. See	pe
This policy an individually of Jniversity. Ini Instant mess computing in eceived via a	piles to all Vanderbill University students, faculty and staff and to all others granted use of Vanderbill's information technology (17) resources whether symptom technology resources include but are not limited by Vanderbill's Information technology (17) resources whether symptom technology resources include but are not limited by Vanderbill's Information technology (17) resources whether symptom technology resources and limited by Vanderbill's Information (1, information technology (17) resources whether signing, dectronic collaboration, content management, or other applications that attach, utilize, or otherwise, telephone, fax, voice multi- alized technolic collaboration, content management, or other applications that attach, utilize, or otherwise, telephone, fax, voice and voice retworks attached technolic composition and and utilized to any other applications that attach, utilize, or otherwise, telephone, fax, voice and voice retworks electronic composition, content management, or other applications that attach, utilize, or otherwise, telephone, fax, voice and voice retworks electronic composition content and attached technological and the telephone attached technological and the telephone electronic system or manapulated or transferrard via the network computing intrastructure or an attached device or pencheral.
III. Po	licies
The priva not be us available	or of all users and the integrity and operdianal security of Vanderbill's information technology system must be respected by all. Vanderbill's IT resources mu of all users and the integrity and operdianal security of Vanderbill's information technology system must be respected by all. Vanderbill's IT resources mu The fact that an individual account and its data may be unprotected does not confer either an ethical or legal right to access it.
1. 2.	Investigations of misuse, unauthorized use, or illegal activity, compliance with federal, state or local laws or regulations, as well as routine or emergency maintenance of the T system, may require observation of electronic information by appropriate and authorized university. Officials, employees, or their vanderbill University and are governed by professional IT forensic protocols. Vanderbill use, automated asystems to monitor data transmissions entering and leaving the Vanderbill networks to detect the presence of viruses, maincicus software, or privilegid information. Unauthorized access to private information constitutes a violation of this policy, and may result in disciplinary actions under the Faculty Manual, Budent Handbook, THE policies, or other applicable policy statements. Violation of this principle may also constitute a violation of state or freederal law.
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D. Intelle At the he etc.) retri Plagiaris obtaining	stual Property In of any academic or research endeavor resides the concept of intellectual property, all completed information fleet, images, i.cons, programs, visio, auto mor digital information is subject to the same sanctions as apply to plaglarism in any other media. Acquiring or sharing copyrighted materials without the appropriate licenses or permissions may be unlawful.
E. Public With the or text in publish o	Non or Distribution of Unauthorized Recordings, Photos, Images, Text or Video wallability of low cost camerale, smart phones, and consumer electronics, it is possible for someone to acquire voice, video images, Still images, multimed if altituite this post of material without the expressed consent of all involved partners.
F. Right I Vanderb However Vanderb right to o relevant vanderb or in the	I copy and hisparch for Logal and University Process. University is committed to provide in the provide of faculty, students, staff, patients, and other users of its Tresources, and their electronic communications because consistential persistential students of compliance with various fielderal and state laws and regulations and regulations and interesting the provide students. Have been appreciated in the provide students of the provide students and state laws and regulations and regulations and state laws and regulations and regulations and the students in the second communications because complexity to autification because any regulation of the provide students and state laws and regulations and regulations and the students the second communications and new provide students to an interest or electronic state students complexity of variables and the second complexity of the seco
G. Locall Individua guidelini for estab respons	/ Specific Delicies a month where the provide additional policies for information resources under their control. These balances may include additional detail. a month where restrictions sur must be consistent with emorphics table in this policy document individual under a specific publication and end/control such policies, as well as any rules governing the authorized appropriate use of equipment for which these under a specific publications and end/control such policies, as well as any rules governing the authorized and appropriate use of equipment for which these under a set
IV. Di	sclosures
A. All m polic in co B. Due appr	uniters of the Vandersill University community are given notice of this policy by virtue of its publication and are subject to it on the same basis liphorance of the does not releve any user of his or her responsibilities under the policy all users are expected to familianze themselves with the contents of this policy and formance with these principles regarding any use of the University's Trassurces. The region autor of change to both information technologies and their applications, the University may amend this policy wherever deemed necessary or protecture of change to both information technologies and their applications, the University may amend this policy wherever deemed necessary or protectures are encouraged to penodically review this policy in order to understand their nghts and responsibilities under it.

Screen 3 – Account Registration (Acceptable Use Policy)

All Vanderbilt VUnetID account users must accept the Acceptable Use Policy. Read the policy, if you accept:

- At the bottom of the page click in the checkbox beside if you agree, "I certify that I have read Vanderbilt University's policy on computer privileges and responsibilities and I agree to abide by this policy."
- Click on, "Continue"
- If you do not agree click on, "Cancel" and your account creation process will be terminated

Welcome to A	AccessVU - The Vanderbilt Account Registration System
Places provide the fell	aving information including your logal name. Display name values may be changed later
Flease provide the long	Jwing mormation including your legal name. Display name values may be changed later.
Non-Vanderbilt Email:	
First Name	*
Middle Name	
Last Name	*
Phone Number	
Continue Cancel	

Screen 4a – Account Registration No Personally Identifiable Information



Screen 4b – Account Registration with Personally Identifiable Information

Different types of users are required to provide Personally Identifiable Information (PII) for example employees, faculty, students, and staff. Whereas contractors and other types of users do not need to submit their PII information.

4a - Account Registration No PII:

Continue creating your account by inputting:

- First name full legal first name Required
- Middle name full legal middle name Not required
- Last name full legal last name Required
- Phone Number Not required

Once complete click on, "Continue"

4b - Account Registration with PII:

Continue creating your account by inputting:

- First name full legal first name Required
- Middle name full legal middle name Not required
- Last name full legal last name Required
- Phone Number Not required
- SSN Social Security Number: enter as a string of numbers no spaces no dashes
- DOB Date of Birth: enter as mm/dd/yyyy for example 01/01/1900

Once complete click on, "Continue"

You will create your ePassword in the next step. But first, we will s	et up password recovery questions.
Password recovery questions and answers give you a way to creat Please provide answers to three of the questions below, then click	e a new password if you forget your existing one. Continue.
Question	Answer
What is the name of the teacher who had the most impact on you?	
What was the full name of your best friend in elementary school?	
What was your first "real" job?	
What was your first pet's name?	
What was the first vehicle you drove?	
What is your most memorable childhood street name?	

Screen 5 – Account Registration (Recovery Questions)

- Answer any three questions
 - **NOTE:** If more than three questions are answered only the first three will be used for password recovery.
- Answers are not case-sensitive
 - When answering security questions the answer will be accepted as, "Test Answer" or " test answer"
- Click, "Save" when the three preferred questions have been answered

Take care to select	a password that you can remember. Do not share your passw	ord with anyone.
ePassword Criteria • Must contain • Lowe • Uppe • Numt • Speci Enter Password	<pre>i at least eight (8) and at most sixteen (16) characters. characters from at least three (3) of the following character sets: r Case Letters: abcdefghijklmnopgrstuvwxyz r Case Letters: ABCDEFGHIJKLMNOPQRSTUVWXYZ bers: 0123456789 ial Characters: ~!@#\$%^&*()_+-=;./[]{}><,./? * *</pre>	

Screen 6 – Account Registration (ePassword)

Create a password based on the following criteria:

- Must contain at least eight (8) and at most sixteen (16) characters
- Must contain characters from **at least three (3)** of the following character sets:
 - o Lower Case Letters: abcdefghijklmnopqrstuvwxyz
 - Upper Case Letters: ABCDEFGHIJKLMNOPQRSTUVWXYZ
 - Numbers:
 - o Special Characters: ~!@#\$%^&*()_+-=;./[] { }><,./?</p>

0123456789

Create your ePassword:

- Enter your Password
- Confirm your Password
- Click on, "Continue"

Your Vande	bilt account has been activated. Use your VUnetID, noted below, and password to access service	5.
Logir	to the Identity Manager	
 Proce 	ed to the Identity Confirmation Tool	

Screen 7 – Confirmation Screen



Take a moment and note your VUnetID this is your username. You will use this in conjunction with your password to access many Vanderbilt systems.

NOTE: An email will be sent to you with:

- VUnetID
- ePassword Recovery Link
- Vanderbilt Email Address If your administrator provided you with a Vanderbilt email address

llo
r Vanderbilt University account has been successfully upgraded! As part of the rade process, you have been provided with the following: VUnetID: A VUnetID is your unique username to access Vanderbilt electronic resources.
ePassword: Forgot your password? If you have forgotten your password go to: https://jprod.its.vanderbilt.edu/apps3/idm/user/anonProcessLaunch.isp? id=vidmForgotEpasswordWE to reset it.
ASE NOTE: All future emails from Vanderbilt will be sent to your Vanderbilt