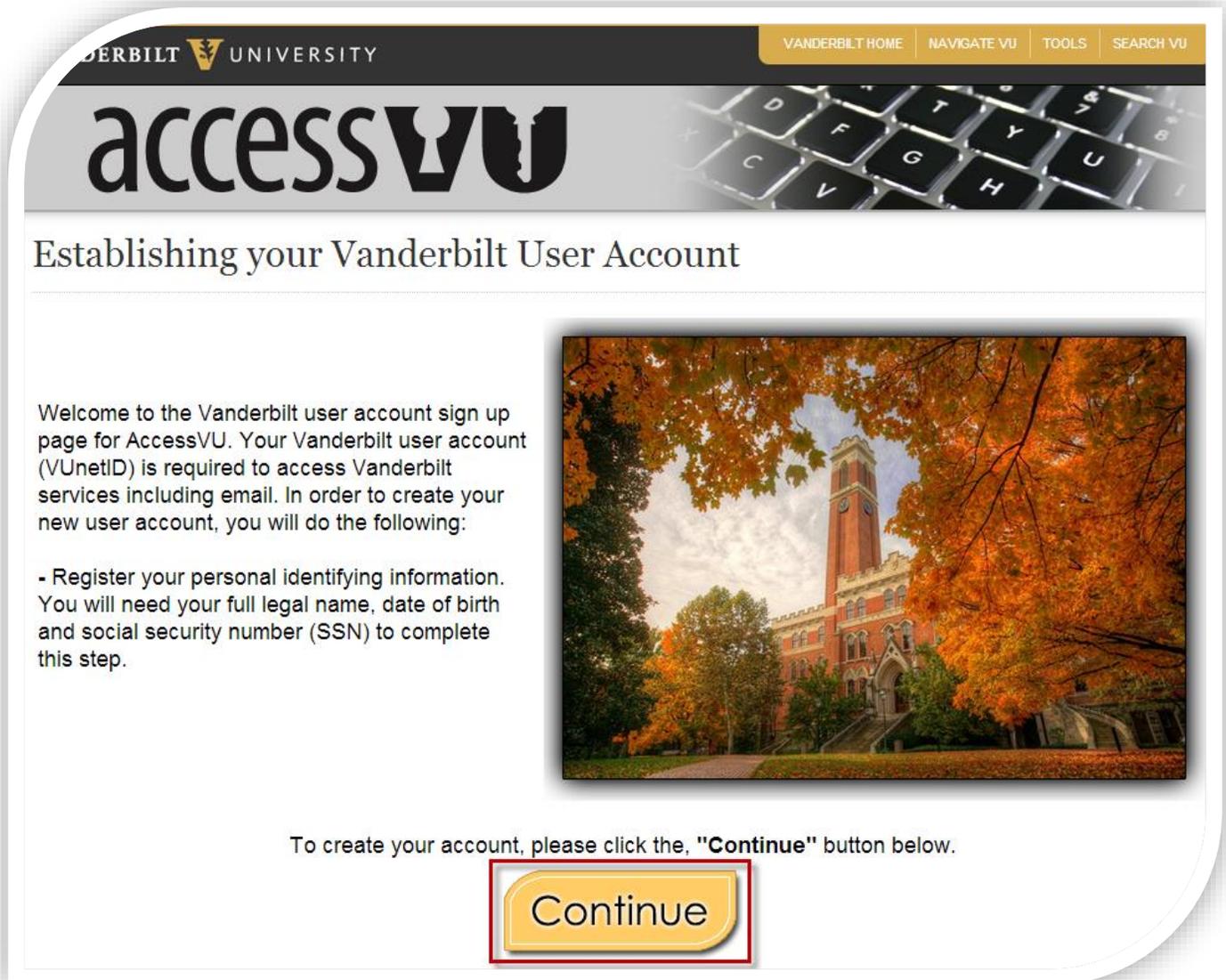


Establish Your Vanderbilt Account



The screenshot shows the top navigation bar of the Vanderbilt University website with links for "VANDERBILT HOME", "NAVIGATE VU", "TOOLS", and "SEARCH VU". Below this is the "accessVU" logo and a keyboard image. The main heading is "Establishing your Vanderbilt User Account". The content area includes a welcome message, a list of requirements, a photograph of a campus building, and a highlighted "Continue" button.

VANDERBILT UNIVERSITY

VANDERBILT HOME | NAVIGATE VU | TOOLS | SEARCH VU

accessVU

Establishing your Vanderbilt User Account

Welcome to the Vanderbilt user account sign up page for AccessVU. Your Vanderbilt user account (VUnetID) is required to access Vanderbilt services including email. In order to create your new user account, you will do the following:

- Register your personal identifying information. You will need your full legal name, date of birth and social security number (SSN) to complete this step.



To create your account, please click the, "Continue" button below.

[Continue](#)

Screen 1 – Establish Your Vanderbilt User Account

Begin the account registration process by clicking on the, "Continue" button

Establish Your Vanderbilt Account

VANDERBILT UNIVERSITY

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accessVU

Registering your account information

First Name * :

Middle Name :

Last Name * :

Social Security Number* :

Social Security Number (Re-enter for Verification)* :

Enter Date Of Birth* :

[Continue](#) [Go Back](#)

Screen 2 – Personal Identifiable Information

Enter your personal identifiable information

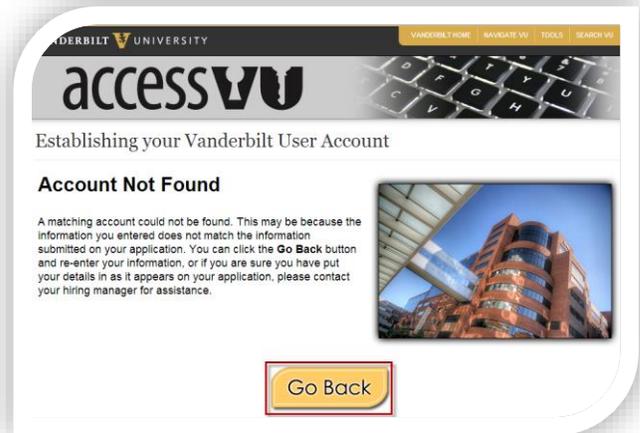
- First name - full legal first name – Required
- Middle name - full legal middle name – Not required
- Last name - full legal last name – Required
- Social Security Number – Required
- Date of Birth – Required

Once complete click on, “**Continue**”

Establish Your Vanderbilt Account



Screen 3 – Welcome to Vanderbilt



Screen 3 – Account Not Found

If you receive the **Welcome to Vanderbilt** screen your account was found in, the system and you can continue the process to finalize your account. Click on, “**Continue**” to proceed.

If you receive the **Account Not Found** screen, your account has not finished processing. You can click the, “**Go Back**” button to retry your details. If you need additional assistance, please contact your hiring manager.

Establish Your Vanderbilt Account



I. Introduction

The mission 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 university upholds the highest standards and is a leader in the quest for new knowledge through scholarship, dissemination of knowledge through teaching and outreach, and creative experimentation of ideas and concepts. In pursuit of these goals, Vanderbilt values most highly intellectual freedom that supports open inquiry, and equality, compassion, and excellence in all endeavors.

To achieve its mission, the university applies substantial financial and personnel assets toward operating a reliable, available, and secure network-computing infrastructure. The mass adoption of digital technologies in the everyday lives of members of our community requires that Vanderbilt establish clear policies that guide how community members may use the university's information technology resources. This Acceptable Use Policy (AUP) communicates the respective policies associated with our role in the Vanderbilt community as students, faculty, staff or other authorized users.

The guiding purpose of the AUP is to ensure that the university's information technology resources are used to promote the core mission of Vanderbilt in education, research and scholarship, patient care, and service, either directly or through the various administrative entities and services that enable Vanderbilt's core mission. To that end, the policy has the following goals:

- First and foremost, that information technology resources are used for their intended purposes;
- That the use of information technology resources is consistent with the principles and values that govern use of other university facilities and services; and
- That the integrity, reliability, availability and performance of information technology resources are protected

II. Scope

This policy applies to all Vanderbilt University students, faculty and staff and to all others granted use of Vanderbilt's information technology (IT) resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and communication facilities owned, leased, operated, or contracted for by Vanderbilt University, information technology resources include but are not limited to: Vanderbilt's Internet 1, Internet 2, private networks, telephone, fax, voice mail, electronic mail, instant messaging, electronic collaboration, content management, or other applications that attach, utilize, or otherwise interface with Vanderbilt's data and voice network computing infrastructure. Electronic communications include but are not limited to any information—data, text, graphics, audio, video, or other artifact—that can be sent or received via an electronic system or manipulated or transferred via the network computing infrastructure or an attached device or peripheral.

III. Policies

A. Privacy, Integrity and Operational Security

The privacy of all users and the integrity and operational security of Vanderbilt's information technology system must be respected by all. Vanderbilt IT resources must not be used by anyone to gain or attempt to gain unauthorized access to private information, even if that information is not securely protected or is otherwise available. The fact that an individual account and its data may be unprotected does not confer either an ethical or legal right to access it.

- 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 IT system, may require observation of electronic information by appropriate and authorized university officials, employees, or their authorized agents. Such activities are not in violation of this principle so long as these activities are conducted by authorized individuals on behalf of Vanderbilt University and are governed by professional IT forensic protocols. Vanderbilt uses automated systems to monitor data transmissions entering and leaving the Vanderbilt network to detect the presence of viruses, malicious software, or privileged information.
- Unauthorized access to private information constitutes a violation of this policy, and may result in disciplinary actions under the Faculty Manual, Student Handbook, HR policies, or other applicable policy statements. Violation of this principle may also constitute a violation of state or federal law.

B. Use of Vanderbilt's Network Computing and Electronic Communications Infrastructure Comes with Certain Responsibilities and Obligations

- Intellectual Property**
Users of Vanderbilt's network computing and electronic communications infrastructure are responsible for ensuring that their use of the system does not violate applicable copyright and other laws. Copied material must be properly attributed. Plagiarism of digital information is subject to the same sanctions as apply to plagiarism in any other media. Acquiring or sharing copyrighted materials without obtaining the appropriate licenses or permissions may be unlawful.
- Publication or Distribution of Unauthorized Recordings, Photos, Images, Text or Video**
With the availability of low cost cameras, smart phones, and consumer electronics, it is possible for someone to acquire voice, video images, still images, multimedia, or text in non-public situations without the knowledge or consent of all parties. Vanderbilt network computing assets must not be used by anyone in the organization to publish or distribute this type of material without the expressed consent of all involved parties.
- Right to Copy and Inspect for Legal and University Process**
Vanderbilt University is committed to protecting the privacy of faculty, students, staff, patients, and other users of its IT resources, and their electronic communications. However, because Vanderbilt operates subject to compliance with various federal and state laws and regulations and must be able to enforce its own policies, Vanderbilt must occasionally inspect, preserve and produce records to fulfill legal obligations and to carry out internal investigations. Vanderbilt University reserves the right to obtain copy and convey to outside persons any records or electronic transactions completed using Vanderbilt University information systems in the event it is required by law or institutional policy to do so. Vanderbilt University may also, in its reasonable discretion, when circumstances require, obtain and review any records relevant to an internal investigation concerning compliance with Vanderbilt University rules or policies applicable to students, faculty, staff, or to all others granted use of Vanderbilt's information technology resources. Users therefore should not expect that records created, stored or communicated with Vanderbilt information technology or in the conduct of Vanderbilt's business will necessarily be private. Vanderbilt University reserves its right to any work product generated in the conduct of its business.
- Locally Specific Policies**
Individual units within the University may create additional policies for information resources under their control. These policies may include additional detail, guidelines and further restrictions but must be consistent with principles stated in this policy document. Individual units adopting more specific policies are responsible for establishing, publicizing and enforcing such policies, as well as any rules governing the authorized and appropriate use of equipment for which those units are responsible.

IV. Disclosures

- All members of the Vanderbilt University community are given notice of this policy by virtue of its publication and are subject to it on the same basis. Ignorance of this policy does not relieve any user of his or her responsibilities under the policy. All users are expected to familiarize themselves with the contents of this policy and act in conformance with these principles regarding any use of the University's IT resources.
- Due to the rapid nature of change in both information technologies and their applications, the University may amend this policy whenever deemed necessary or appropriate. Users are encouraged to periodically review this policy in order to understand their rights and responsibilities under it.

I accept terms & conditions

Continue

Screen 4 – 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 "I accept terms & conditions" if you agree.
- Click on, "Continue"

Establish Your Vanderbilt Account

VANDERBILT UNIVERSITY

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accessVU

Establishing your Vanderbilt User Account

The first step in activating your VUnetID is to setup your password recovery questions. These questions will be used to recover your password if you ever forget your password and need to reset it. Please provide answers to at least three of the questions below, then click Continue.

1. What is the name of the teacher who had the most impact on you :
2. What was the full name of your best friend in elementary school:
3. What was your first real job :
4. What was your first pet's name :
5. What was the first vehicle you drove:
6. What is your most memorable childhood street name:

Continue

Screen 5 – 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, “**Continue**” when the three preferred questions have been answered

Establish Your Vanderbilt Account

ANDERBILT UNIVERSITY

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accessVU

Establishing your Vanderbilt User Account

Following the criteria listed here, create a new password and enter it below. enter it a second time, then click **Continue**

Take care to select a password that you can remember. Do not share your password with anyone.

- The password must contain **at least 8** and **at most 16** characters.
- The password must not contain your SSN.
- The password must not contain your VUNetID.
- The password must not contain a space.
- The password must contain characters from **at least 3** of the following character sets:
 - abcdefghijklmnopqrstuvwxyz
 - ABCDEFGHIJKLMNOPQRSTUVWXYZ
 - 0123456789
 - ~!@#\$%^&*()_+~=:./[]{}><.,/?

Enter Password *:

Confirm Password *:

Continue **Go Back**

Screen 6 – ePassword Creation

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:
 - **Lower Case Letters:** abcdefghijklmnopqrstuvwxyz
 - **Upper Case Letters:** ABCDEFGHIJKLMNOPQRSTUVWXYZ
 - **Numbers:** 0123456789
 - **Special Characters:** ~!@#\$%^&*()_+~=:./[]{}><.,/?

Create your ePassword:

- Enter your Password
- Confirm your Password
- Click on, “**Continue**”

Establish Your Vanderbilt Account



The screenshot shows the 'accessVU' page on the Vanderbilt University website. At the top, there is a navigation bar with 'VANDERBILT UNIVERSITY' on the left and 'VANDERBILT HOME', 'NAVIGATE VU', and 'TOOLS' on the right. The main header features the 'accessVU' logo. Below the header, the title 'Establishing your Vanderbilt User Account' is displayed. The main content area contains a congratulatory message about the Vmail email account and a link for more information. A photograph of a yellow Vanderbilt pennant is positioned to the right of the text. At the bottom center, a yellow 'Continue' button is highlighted with a red border.

VANDERBILT UNIVERSITY

VANDERBILT HOME NAVIGATE VU TOOLS

accessVU

Establishing your Vanderbilt User Account

Congratulations on your future employment at Vanderbilt! All employees are provided with a Vanderbilt email account called, Vmail. Vmail is Vanderbilt's enterprise messaging system, providing email, calendaring, and contact management.

For more information about the Vmail environment, [click here](#).

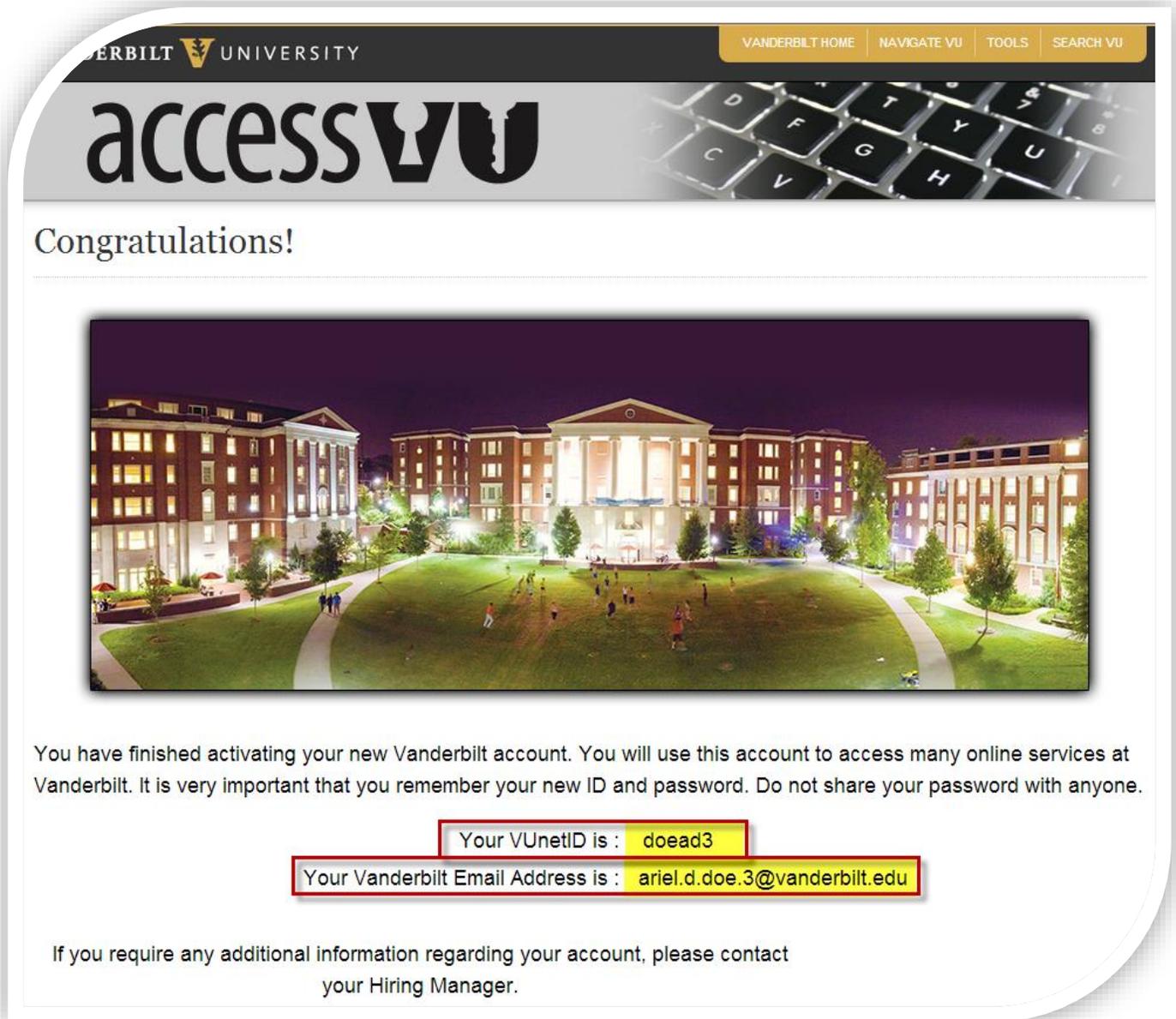


Continue

Screen 7 – Email Delivery Information

On this screen, information related to the email account provisioned for you is noted. Click on, “**Continue**” when you are ready to proceed.

Establish Your Vanderbilt Account



ERBILT UNIVERSITY

VANDERBILT HOME NAVIGATE VU TOOLS SEARCH VU

accessVU

Congratulations!



You have finished activating your new Vanderbilt account. You will use this account to access many online services at Vanderbilt. It is very important that you remember your new ID and password. Do not share your password with anyone.

Your VUNetID is : doead3

Your Vanderbilt Email Address is : ariel.d.doe.3@vanderbilt.edu

If you require any additional information regarding your account, please contact your Hiring Manager.

Screen 8 – Account Information

This is the account information screen take note of your VUNetID and Vanderbilt Email Address they are used to access a variety of systems.