

# Re-Authenticate Vanderbilt Account

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## Recover Forgotten ePassword

To set a new ePassword, enter your VUnetID and then click Continue.

VUnetID  \*

*Screen 1 – Re-Authenticate*

In the space provided enter your VUnetID then click on, “Continue”

## Recover Forgotten ePassword

To set a new ePassword, you must reauthorize your account. You must:

- Read and accept the terms of use for the VUnetID (Acceptable Use Policy)
- Enter your identifying information
- Set up password-recovery questions
- Create your ePassword

We will walk you through these steps. Just click Continue to get started.

*Screen 2 – Re-Authenticate*

Steps to recovering ePassword or resetting account, when ready click on, “Continue”

# Re-Authenticate Vanderbilt Account

**Recover Forgotten ePassword**

**I. Introduction**

The mission of Vanderbilt University is to be a center of vibrant 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 discovery, dissemination of knowledge through teaching and research, and creative experimentation of ideas and concepts. To fulfill these goals, Vanderbilt utilizes most highly intelligent hardware that supports open inquiry, and research, comparison, and excellence in all endeavors.

To further its mission, the university utilizes traditional hardware and provides network-based services, including a centrally managed, network-computing infrastructure. The mass adoption of digital technologies in the service of members of our community requires that network-based services be available to all qualified members of the university's information technology resources. This Acceptable Use Policy (AUP) communicates the respective policies associated with services in the Vanderbilt community, as students, faculty, staff or other authorized users.

The primary purpose of the AUP is to ensure that the university's information technology resources are used to promote the core mission of Vanderbilt's education, research and community engagement, and service. Other efforts through the various administrative entities and offices that provide 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 other, practice use of Vanderbilt information technology (IT) resources whether individual, combined or shared, local, remote or external. It applies to all computer and communications facilities owned, leased, operated, or controlled by Vanderbilt University. Information technology resources include but are not limited to Vanderbilt's internal, internal, external, wireless, mobile or otherwise devices, networks, servers, and other information technology resources. Information technology resources include but are not limited to an information-data, text, graphics, audio, video, or other affect that can be sent or received via an electronic system or transmitted 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 data and the integrity and operational security of Vanderbilt information technology systems must be respected by all users. Information technology resources are not to be used to attempt to gain unauthorized access to private information, even if that information is not currently protected. It is deemed acceptable that an individual account and its data may be unprotected does not confer either an ethical or legal right to access it.

- Investigation of misuse, unauthorized use, or illegal activity, compliance with federal, state or local laws or regulations, as well as incident or emergency investigations. If a user is found to be in violation of this policy, the user's account may be suspended and the user may be subject to disciplinary action. The user may be subject to disciplinary action if the user is found to be in violation of this policy. The user may be subject to disciplinary action if the user is found to be in violation of this policy. The user may be subject to disciplinary action if the user is found to be in violation of this policy.

**B. Use of Vanderbilt's network computing and electronic communications infrastructure comes with certain responsibilities and obligations.**

- Unauthorized Use**  
Unauthorized use of the network computing and electronic communications infrastructure is prohibited. This includes, but is not limited to, the use of the network computing and electronic communications infrastructure for purposes that are not intended by the university. This includes, but is not limited to, the use of the network computing and electronic communications infrastructure for purposes that are not intended by the university. This includes, but is not limited to, the use of the network computing and electronic communications infrastructure for purposes that are not intended by the university.
- Violation of Institutional Policies**  
Vanderbilt University's academic, administrative, and other policies apply to all users of the network computing and electronic communications infrastructure. This includes, but is not limited to, the use of the network computing and electronic communications infrastructure for purposes that are not intended by the university. This includes, but is not limited to, the use of the network computing and electronic communications infrastructure for purposes that are not intended by the university.
- Violation of Student Honor and Conduct Codes**  
Vanderbilt University's student honor and conduct codes apply to all users of the network computing and electronic communications infrastructure. This includes, but is not limited to, the use of the network computing and electronic communications infrastructure for purposes that are not intended by the university. This includes, but is not limited to, the use of the network computing and electronic communications infrastructure for purposes that are not intended by the university.

**C. Fiduciary Responsibilities**

- Vanderbilt Community Members**  
Members of the Vanderbilt community possess a personal responsibility to themselves and to other community members to utilize technology while maintaining their fiduciary responsibilities. These responsibilities include, but are not limited to:
  - Being responsible for the security of one's personal information.
  - Protecting personal and private information of others.
  - Taking care to minimize risks or various unauthorized events, such as disclosure of sensitive personal information, identity theft, and e-mail threats to personal safety when using Vanderbilt information technology assets.
- Information Technology Professionals**  
Vanderbilt University grants restricted or privileged access to Vanderbilt University's information and information systems. This privileged access places the user in a position of trust. To maintain this trust, Vanderbilt IT professionals must develop, maintain, and consistently enforce these rules and policies on behalf of those they serve. IT professionals employed by Vanderbilt University must strive to be honest and highly skilled custodians through:
  - Protecting confidentiality.
  - Protecting data and information integrity.
  - Establishing and maintaining accurate information systems.
  - Escalating those issues that are not IT and social issues related to information systems.
  - Enhancing and maintaining technical skills.
  - Demonstrating an understanding of the areas they serve.

**D. Intellectual Property**

All the user's academic or research endeavor requires the concept of intellectual property. All copyrighted information (text, images, icons, programs, video, audio, etc.) obtained from computer or network resources must be used in compliance with applicable copyright and other laws. Content material must be properly attributed. Programs of digital information to be used in the same manner as any other program in any other media, copying or sharing copyrighted materials without obtaining the appropriate licenses or permissions may be unlawful.

**E. Publication or Distribution of Unauthorized Recordings, Photos, Images, Text or Video**

With the availability of file cost cameras, smart phones, and consumer electronics, it is possible for someone to acquire video, video images, still images, multimedia, or text in non-public situations without the knowledge or consent of another. Vanderbilt network computing assets must be used to ensure the appropriate protection or disclosure of this type of material without the expressed consent of all involved parties.

**F. Right to Copy and Respect 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, review, and produce records. All legal requests for information must be processed through the appropriate legal channels. Vanderbilt will not disclose any data to parties outside the university without the appropriate legal channels. Vanderbilt will not disclose any data to parties outside the university without the appropriate legal channels. Vanderbilt will not disclose any data to parties outside the university without the appropriate legal channels.

**G. Locally Specific Policies**

Individual units within the University may create additional policies for information resources under their control. These policies may include additional conditions and further restrictions but must be consistent with principles stated in this policy document. Individual units adopting more specific policies are responsible for establishing, analyzing and enforcing such policies, as well as any rules governing the authorized and appropriate use of equipment for which these units are responsible.

**IV. Disclosures**

- All members of the Vanderbilt University community are given notice of this policy to allow of its publication and are subjected to it on the same basis (unless otherwise stated) and are responsible for its compliance with these principles regarding any use of the University's IT resources.
- Due to the operational changes 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 certify that I have read Vanderbilt University's policy on computer privileges and responsibilities and I agree to abide by this policy.

\*  I certify that I have read Vanderbilt University's policy on computer privileges and responsibilities and I agree to abide by this policy.

## Screen 3 – Re-Authenticate (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 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”

# Re-Authenticate Vanderbilt Account

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## Recover Forgotten ePassword

Enter the requested information below and click Continue.

<input type="text" value="i"/> First Name	<input type="text"/>	*
<input type="text" value="i"/> Last Name	<input type="text"/>	*
<input type="text" value="i"/> Last Five Digits of SSN (ex:99999)	<input type="text"/>	*
<input type="text" value="i"/> Confirm Last Five Digits of SSN (ex:99999)	<input type="text"/>	*
<input type="text" value="i"/> Date Of Birth (mm/dd/yyyy)	<input type="text"/>	*

*Screen 4 – Personally Identifiable Information (PII)*

Enter the following account information:

- Full **First Name** – As entered when the account was created
- Full **Last Name** – As entered when the account was created
- **Last Five Digits of SSN** – Enter the last five digits of the social security number
- **Confirm Last Five Digits of SSN** – Reenter the last five digits of the social security number
- **Date of Birth** – Enter the date of birth

# Re-Authenticate Vanderbilt Account

## Recover Forgotten ePassword

You will create your ePassword in the next step. But first, we will set up password recovery questions.

Password recovery questions and answers give you a way to create a new password if you forget your existing one. Please provide answers to three of the questions below, then click Continue.

Question	Answer
What is the name of the teacher who had the most impact on you?	<input type="text"/>
What was the full name of your best friend in elementary school?	<input type="text"/>
What was your first "real" job?	<input type="text"/>
What was your first pet's name?	<input type="text"/>
What was the first vehicle you drove?	<input type="text"/>
What is your most memorable childhood street name?	<input type="text"/>

### *Screen 4 – Re-Authenticate (Set ePassword 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

# Re-Authenticate Vanderbilt Account

## Recover Forgotten ePassword

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

ePassword 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: ~!@#\$%^&\*()\_+~=;./[]{}><,./?
- Must be different from your current ePassword.
- Cannot match any of your ten (10) previous ePasswords.
- Cannot contain three (3) consecutive characters from the VUNetID.
- Cannot contain the VUNetID in reverse.

VUNetID marshac4

\* Enter Password

\* Confirm Password

Continue

Cancel

### Screen 4 – Re-Authenticate (Set 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:
  - **Lower Case Letters:** abcdefghijklmnopqrstuvwxyz
  - **Upper Case Letters:** ABCDEFGHIJKLMNOPQRSTUVWXYZ
  - **Numbers:** 0123456789
  - **Special Characters:** ~!@#\$%^&\*()\_+~=;./[]{}><,./?

Create your ePassword:

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

# Re-Authenticate Vanderbilt Account

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## Recover Forgotten ePassword

You have successfully created a new ePassword and password recovery questions.

Please click Finish.

Your account has been successfully re-authenticated click on, "**Finish**" to exit the process.