Re-Authenticate Vanderbilt Account

Recover Forgotten ePassword

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

VUnetID [ ] *

Continue   Cancel

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.

Continue   Cancel

Screen 2 – Re-Authenticate

Steps to recovering ePassword or resetting account, when ready click on, "**Continue**"

Re-Authenticate Vanderbilt Account

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

Recover Forgotten ePassword

Enter the requested information below and click Continue.

i First Name	⬜ ❋
i Last Name	⬜ ❋
i Last Five Digits of SSN (ex:99999)	⬜ ❋
i Confirm Last Five Digits of SSN (ex:99999)	⬜ ❋
i Date Of Birth (mm/dd/yyyy)	⬜ ❋

[Continue] [Cancel]

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?	
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?	

[Continue] [Cancel]

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

Recover Forgotten ePassword

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

Please click Finish.

Finish

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