Claim your VUMC Account – New Volunteer

- Click on the link in your new volunteer invitation email.
- You should be prompted with this screen.
- Click **Continue**.
Claim your VUMC Account – New Volunteer

• Confirm your identity by entering the requested information:
  o First Name – Required
  o Middle Name – Optional
  o Last Name – Required
  o Social Security Number – Required
    ▪ Example – 123-45-7890
  o Date of Birth – Required
    ▪ Example – 01/01/2000

• Click Continue.
• Confirm your identity details.
• Click **Continue**.
Claim your VUMC Account – New Volunteer

• If you receive a Welcome to VUMC screen, it means that your account is in the system.
  o Click Continue.
• If you receive an Account Not Found screen, your account is not finished processing.
  o Click Go Back and retry your PII details.
  o If re-entering your PII does not work, contact your hiring manager for assistance.
Click **Accept** once you have read the VUMC Acceptable Use Policy regarding your computer privileges and responsibilities.
Claim your VUMC Account – New Volunteer

- You will then be prompted to review your VUMC ID and email address.
- You can modify your email address now if you wish.
  - This will be the only time you can modify your VUMC email address.
  - Click Modify Email Address if you need to change your VUMC email address (go to next slide).
- If your email address is okay, click Accept and Continue (go to next slide).
• Enter and confirm the new **prefix (only)** for your VUMC email address.
  • You cannot change your last name.
• Click **Continue**.
• You will receive a confirmation page with your new VUMC email address.
• Click **Accept and Continue**.
• Now Enter and Confirm your password.
• Follow the requirements to the right when creating your VUMC Volunteer account password.
• Click Submit.

VUMC Password Requirements

1. You cannot reuse your last 10 passwords.

2. Passwords **MUST CONTAIN:**
   - At least eight (8) characters
   - Characters from at least three (3) character sets:
     - Lowercase Letters: a b c d e f g h i j k l m n o p q r s t u v w x y z
     - Numbers: 0 1 2 3 4 5 6 7 8 9
     - Special Characters: ~ ! @ # $ % ^ & * ( ) _ + - = ; / . [ ] < , > ? { }

3. Passwords **CANNOT CONTAIN:**
   - More than 16 characters
   - Three (3) consecutive characters from the VUMC ID
   - Primary email
   - Last name
   - Display name
   - VUMC ID in reverse

4. Your password will be checked against commonly used terms.
• You will receive a screen that your password has been set.
• Click OK.
• You will then be prompted with the option to enroll in Multi-Factor Authentication.
  • MFA is a requirement to access your personal information within the AccessVUMC identity management tool, as well as certain areas of Human Resources.
  • We recommend that you enroll now for easy access to your personal information.