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:
  - First Name – Required
  - Middle Name – Optional
  - Last Name – Required
  - Social Security Number – Required
    - Example – 123-45-7890
  - Date of Birth – Required
    - Example – 01/01/2000
- Click Continue.
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- Confirm your identity details.
- Click Continue.
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• 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.
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**.
Your @vumc.org email address
• You will receive a confirmation page with your new VUMC email address.
• Click **Accept and Continue**.
Keep these 3 password basics in mind when you create your VUMC Account password.

1. You cannot reuse your last 10 passwords
2. Passwords MUST CONTAIN:
   - At most 16 characters
   - At least 1 lowercase letter
   - At least 8 characters
   - At least 3 character types
   - At least 1 number
   - At least 1 uppercase letter
3. Passwords CANNOT CONTAIN your:
   - Email address
   - Account last name
   - Display name
   - Account names in reverse

- Now Enter and Confirm your password.
- Follow the guidelines to the right when creating your VUMC Volunteer account password.
- Click Submit.
• 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.