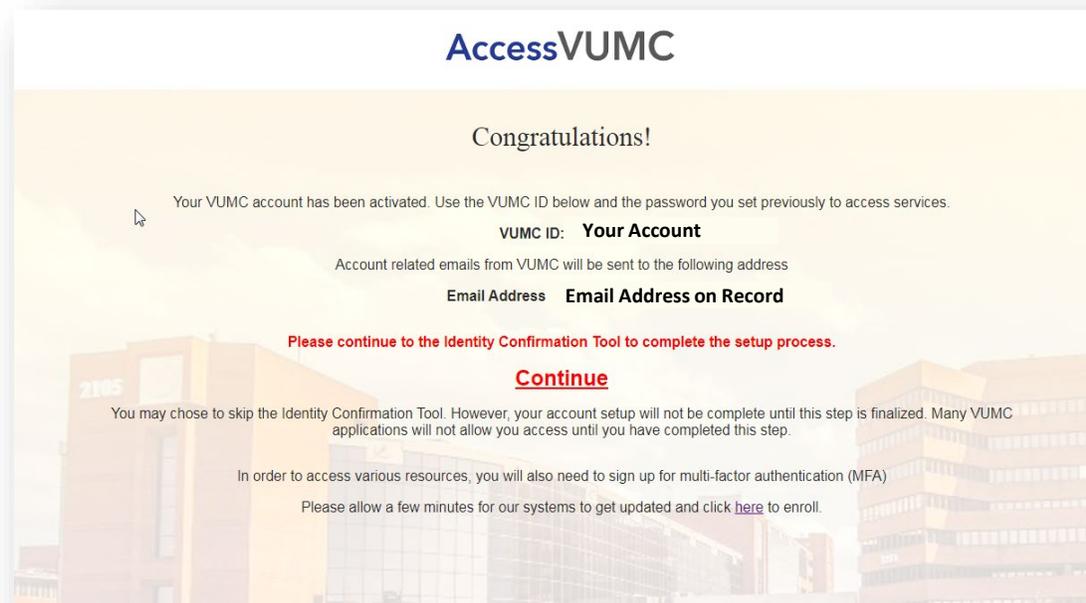


If you receive the screen below while managing your VUMC ID Account, you will need to enter your Personal Identifiable Information (PII).
Click **Continue** to enter your PII.



Enter your VUMC ID and password.

Click **Submit**.



AccessVUMC

Login

VUMC ID

Password

submit

Enter your Personal Identifiable Information (PII).

Your name will automatically populate.

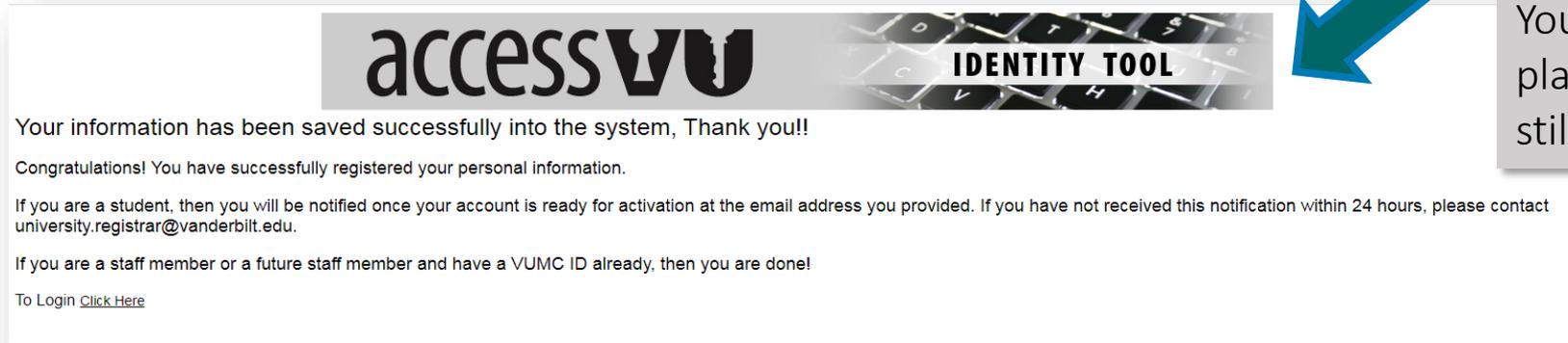
- First Name – Required
- Middle Name – Optional
- Last Name – Required
- Social Security Number – Required
 - Example – 123-45-7890
- Date of Birth – Required
 - Example: 01/01/2000
- Click **Submit**.

The screenshot shows the 'AccessVUMC' web interface. At the top, there are 'Identity' and 'Logout' tabs. Below them is the heading 'Enter Identity Information'. A welcome message states: 'Welcome *Macppl Required*. Please enter your full legal name, social security number and date of birth below. This information **must** match the information that you provided on your application. If you do not have an SSN or did not provide one on your application please use the number provided to you.' The form contains six input fields: 'Enter First Name: *', 'Enter Middle Name:', 'Enter Last Name: *', 'Enter SSN: *', 'Confirm SSN: *', and 'Enter Date Of Birth*'. Each field has a small blue question mark icon to its right. Below the fields is a 'Submit' button. At the bottom of the form, there is a legend: '* indicates required information'. A hand cursor icon is pointing to the asterisk in the legend.

- Confirm that your PII is correct.
- Click **Confirm**.

The screenshot shows the 'AccessVUMC' interface. At the top, there are two tabs: 'Identity' and 'Logout'. Below the tabs, the heading 'Enter Identity Information' is displayed. A message asks the user to 'Please confirm the below request:'. The form contains two columns of text. The first column lists 'Previous First Name:', 'Previous Middle Name:', and 'Previous Last Name:'. The second column lists 'Previous First Name here', 'Previous Middle Name here', and 'Previous Last Name here'. Below this, a section titled 'New Changes' lists 'First Name:', 'Middle Name:', 'Last Name:', 'SSN:', and 'Date Of Birth:'. The second column lists 'First Name here', 'Middle Name here', 'Last Name here', 'SSN here', and 'Date of Birth here'. At the bottom of the form, there are two buttons: 'Confirm' and 'Cancel'. A hand icon is pointing to the 'Confirm' button. Below the buttons, a note states: 'Please note that upon successful saving the Identity information, you will be logged out of the tool.'

- You will receive a confirmation screen with the AccessVU logo confirming that your Personal Identifiable Information is now in the system.
- You will be logged out of the system.



Do not be alarmed by the AccessVU logo. You are in the right place. AccessVUMC is still under construction.