Please note:

To utilize the AccessVUMC Identity Management tool, enrollment in Multi-Factor Authentication is required. This extra layer of security ensures that your personal identifiable information (PII) is protected.

If you are not already enrolled, visit the Enterprise Cybersecurity website at: https://www.vumc.org/enterprisecybersecurity/multi-factor-authentication-mfa
Manage your VUMC ID Menu

- How to Change your Password
- How to Set your Display Name
- View your Profile – Click on the View Your Profile button on the AccessVUMC dashboard to see your profile information.
- Forgot your password? View instructions on what to do if you Forgot Your Password.

Visit the AccessVUMC Identity Management Project home page for the latest project information.
AccessVUMC Identity Management Tool
How to Change a Password
Users with a valid VUMC ID AND enrolled in Multi-Factor Authentication (MFA) can use AccessVUMC to change/reset a password.

- Click **Existing Users** from the AccessVUMC home page [https://www.vumc.org/it/accessvumc](https://www.vumc.org/it/accessvumc).
How to Change a Password

• From the AccessVUMC home page, you will be prompted to authenticate using your VUMC ID and password.
• Click **Sign On**.
How to Change a Password

- You will then be prompted to enter a Multi-Factor Authentication passcode.

**NOTE:** Your MFA sign on experience will vary based upon your MFA enrollment status (e.g. token, SMS texting, etc.).

- Click **Sign On** once you have entered your passcode.

MFA Sign on for SMS Text users

MFA Sign on for Token users
Click **Change VUMC ID Password** from the AccessVUMC dashboard.
Click **Accept** once you have read the VUMC Acceptable Use Policy regarding your computer privileges and responsibilities.
How to Change a Password

• Verify your current password.

• Click Next.
How to Change a Password

• Enter and confirm your **NEW** 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: abcdedefghijklmnopqrstuvwxyz
     - Uppercase Letters: ABCDEFGHIJKLMNOPQRSTUVWXYZ
     - Numbers: 0123456789
     - 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 confirmation screen that your password was successfully re-authenticated.
• You will also receive an email that your password was changed.
• Click OK.
AccessVUMC Identity Management Tool
How to Set a Display Name
VUMC employees enrolled in Multi-Factor Authentication AND with a valid VUMC ID can use AccessVUMC to Set a Display Name.

- Click **Existing Users** from the AccessVUMC website [https://www.vumc.org/it/accessvumc](https://www.vumc.org/it/accessvumc).

To enroll in Multi-Factor Authentication now, visit [www.vumc.org/enterprisecybersecurity/mfa](http://www.vumc.org/enterprisecybersecurity/mfa)
How to Set a Display Name

From the AccessVUMC homepage, you will need to authenticate using your VUMC ID and password and **Sign On**.
• You will then be prompted to enter a Multi-Factor Authentication passcode. **NOTE:** Your MFA sign on experience will vary based upon your MFA enrollment status (e.g. token, SMS texting, etc.).
• Click **Sign On**.
Click **Set Display Name** from your AccessVUMC Dashboard.
How to Set a Display Name

- The Account’s Current Display Name, Last Name, First Name and Middle Name will automatically appear.
- Enter the New Display Name.
- Click Next.
How to Set a Display Name

- Confirm the new display name on your account.
- Click **Submit**.