Claim a Resource Account

- As the Owner of a Resource Account, you will receive an email from the administrator like the example to the right.
- When you receive it, login to AccessVUMC to set a password.
Claim a Resource Account using the AccessVUMC Identity Management tool.

- Click **Existing Users** from the AccessVUMC home page [https://www.vumc.org/it/accessvumc](https://www.vumc.org/it/accessvumc).
Claim a Resource Account

• From the AccessVUMC home page, you will be prompted to authenticate using your personal VUMC ID and password.
• Click **Sign On**.
Claim a Resource Account

• 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.
When you reach the AccessVUMC dashboard, **change the password for your Resource Account first.**

1. Click on the menu button.
2. Click **Manage Identity.**
3. Click on **Change Password for Resource Account.**
Claim a Resource Account

- Enter the current password for the Owner of the Resource Account. This will be your personal VUMC ID password.
- Click Next.
Claim a Resource Account

Click **Accept** once you have read the VUMC Acceptable Use Policy regarding your computer privileges and responsibilities.
• Now you can set a new password for your Resource Account.
• Follow the requirements to the right when creating your password.
• Enter and Confirm the new password for your Resource Account.
• 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: abcdefghijklmnopqrstuvwxyz
     - 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 the password for your Resource Account has been changed.
• As the Owner of the Resource Account, you will also receive a confirmation email.
• Click OK.