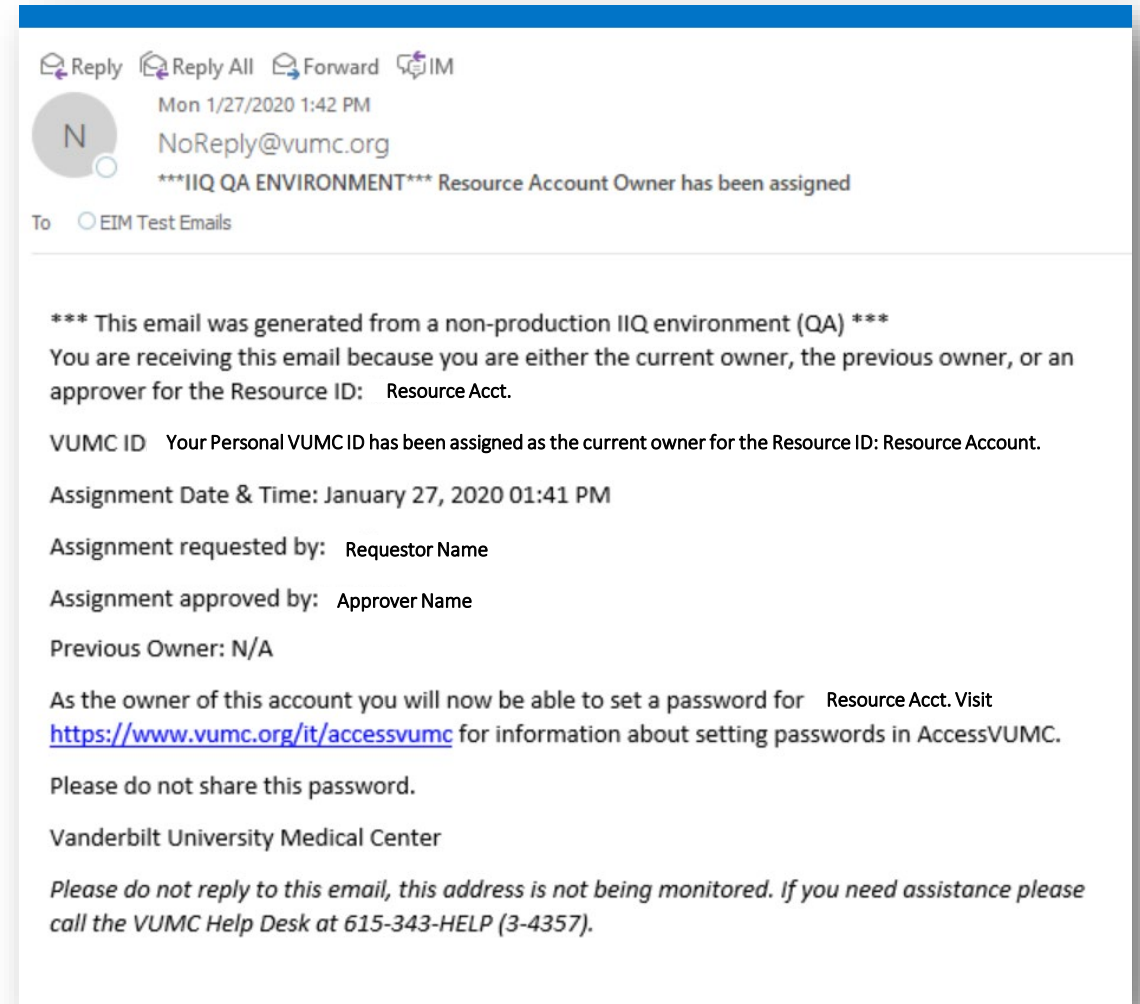
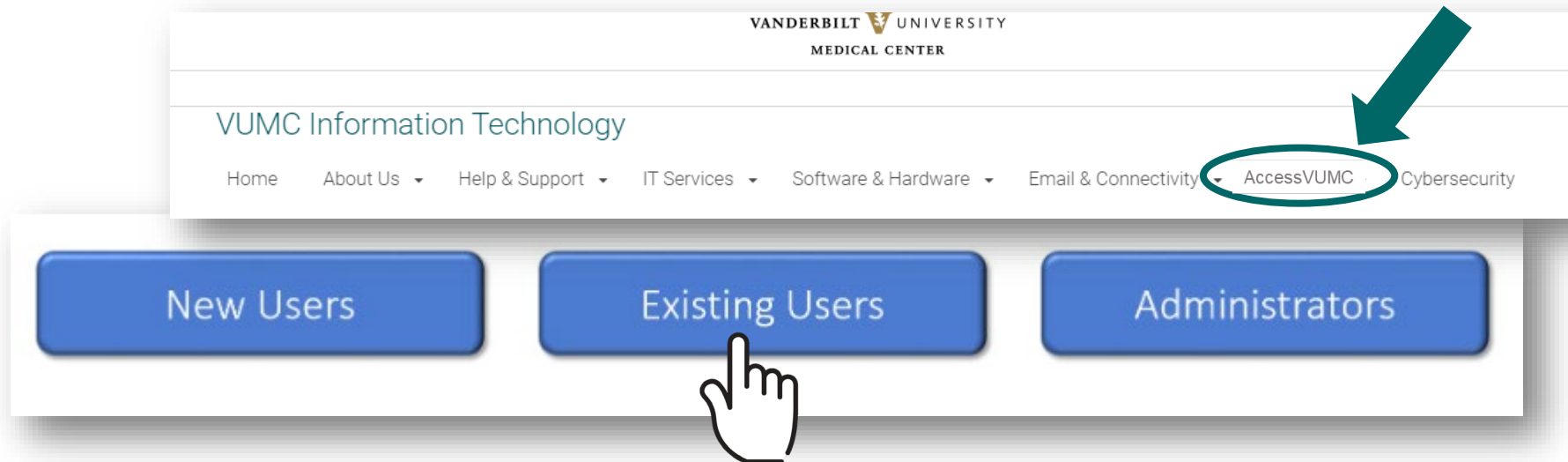


- As the Owner of a Resource Account, you will receive an email from the administrator like the example to the right.
- When you receive it, login to AccessVUMC to set a password.

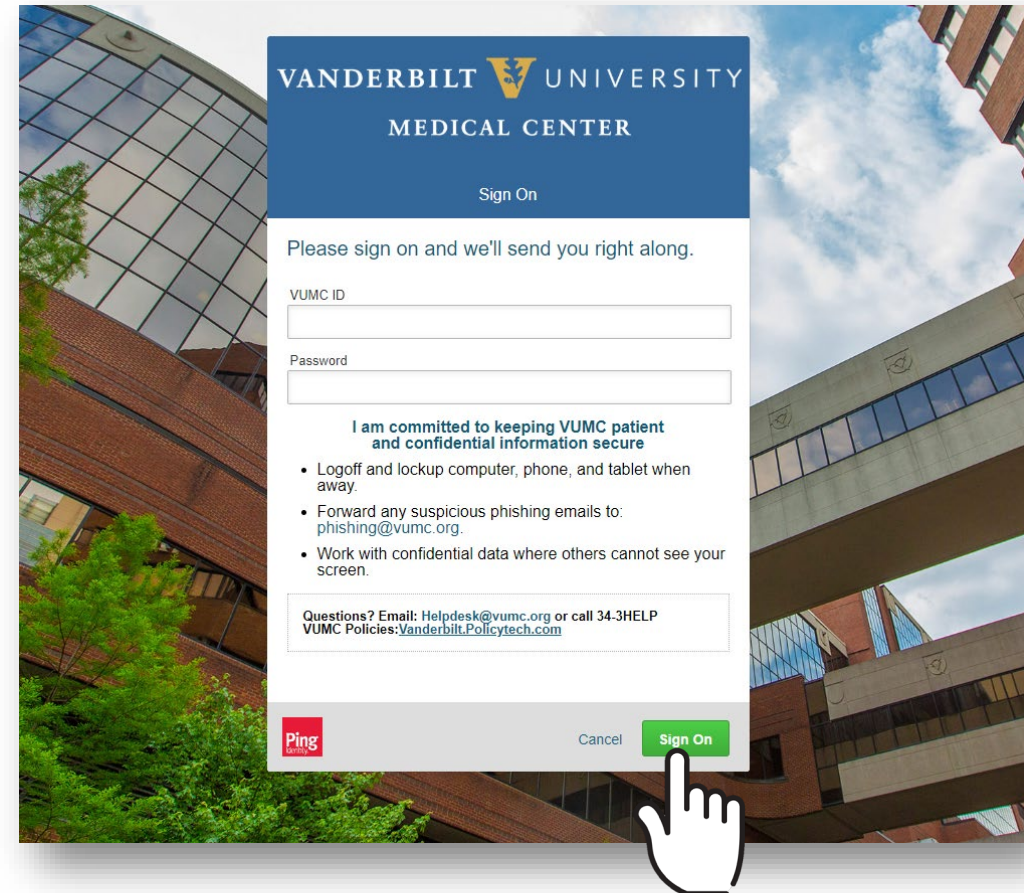


Claim a Resource Account using the AccessVUMC Identity Management tool.

- Click **Existing Users** from the AccessVUMC home page
<https://www.vumc.org/it/accessvumc>.



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

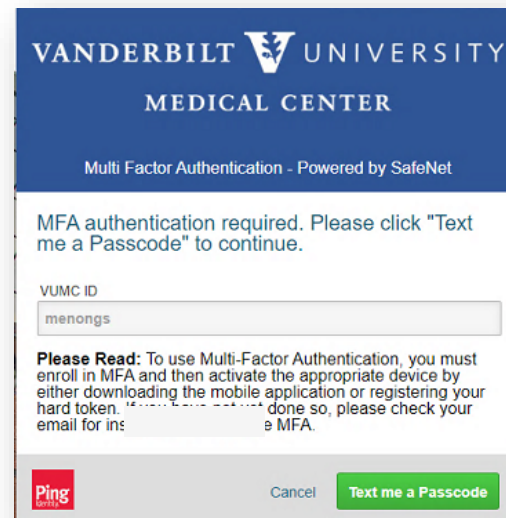


- You will then be prompted to enter a Multi-Factor Authentication passcode.

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

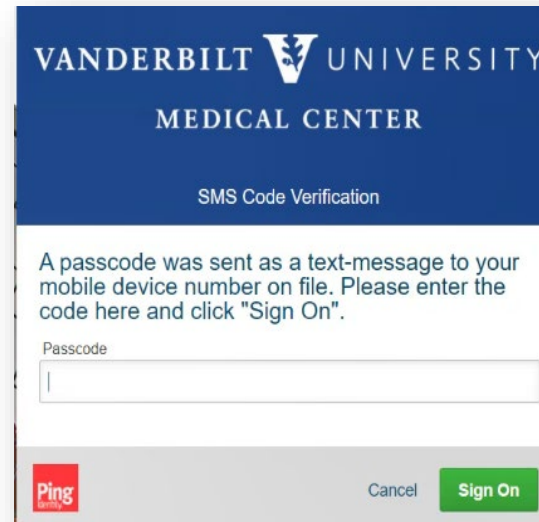
- Click **Sign On** once you have entered your passcode.

MFA Sign on for SMS Text users



The screenshot shows a mobile application interface for Vanderbilt University Medical Center. At the top, it says "VANDERBILT UNIVERSITY MEDICAL CENTER" and "Multi Factor Authentication - Powered by SafeNet". Below this, a message reads: "MFA authentication required. Please click 'Text me a Passcode' to continue." There is a text input field for "VUMC ID" containing the text "menongs". A "Please Read" section follows, explaining that users must enroll in MFA and activate a device. At the bottom, there are three buttons: a red "Ping" button, a grey "Cancel" button, and a green "Text me a Passcode" button.

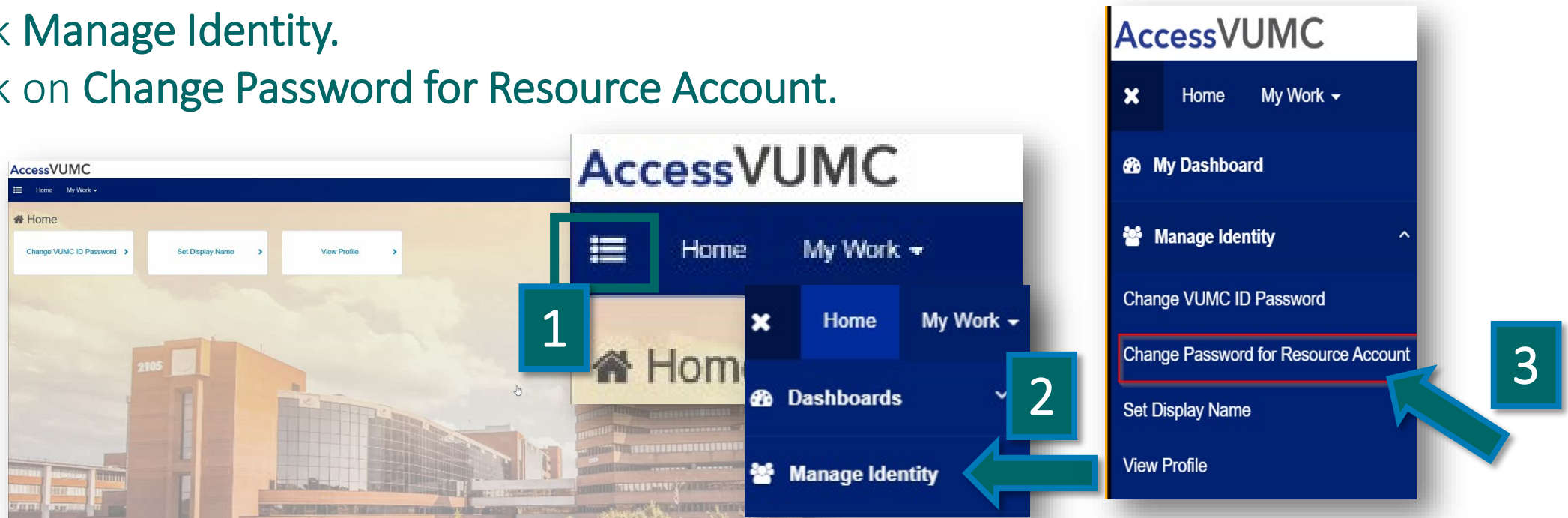
MFA Sign on for Token users



The screenshot shows a mobile application interface for Vanderbilt University Medical Center. At the top, it says "VANDERBILT UNIVERSITY MEDICAL CENTER" and "SMS Code Verification". Below this, a message reads: "A passcode was sent as a text-message to your mobile device number on file. Please enter the code here and click 'Sign On'." There is a text input field for "Passcode". At the bottom, there are three buttons: a red "Ping" button, a grey "Cancel" button, and a green "Sign On" button.

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**.



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

Verify Current Password

We need to confirm your authority to modify this account.
Please enter your VUMC ID password in order to proceed.

Password for Resource account

Cancel Next

Click **Accept** once you have read the VUMC Acceptable Use Policy regarding your computer privileges and responsibilities.

E. Publication or Distribution of Unauthorized Recordings, Photos, Images, Text or Video

With the availability of low cost cameras, smart phones, and consumer electronics, it is possible for someone to acquire voice, video images, still images, multimedia, or text in non-public situations without the knowledge or consent of all parties. VUMC network computing assets must not be used by anyone in the organization to publish or distribute this type of material without the expressed consent of all involved parties.

F. Right to Copy and Inspect for Legal, Regulatory, and VUMC Purposes

VUMC is committed to protecting the privacy of faculty, students, staff, patients, and other users of its IT resources, and their electronic communications. However, because VUMC operates subject to compliance with various federal and state laws and regulations and must be able to enforce its own policies, VUMC must occasionally inspect, preserve and produce records to fulfill legal obligations and to carry out internal investigations. VUMC reserves the right to obtain, copy, and convey to outside persons any records or electronic transactions completed using VUMC information systems in the event it is required by law or institutional policy to do so. VUMC may also in its reasonable discretion, when circumstances require, obtain and review any records relevant to an internal investigation concerning compliance with VUMC rules or policies applicable to faculty, staff, or to all others granted use of VUMC's information technology resources. Users therefore should not expect that records created, stored or communicated with VUMC information technology or in the conduct of VUMC's business will necessarily be private. VUMC reserves its right to any work product generated in the conduct of its business.

G. Locally Specific Policies

Individual units within VUMC may create additional policies for information resources under their control. These policies may include additional detail, guidelines and further restrictions but must be consistent with principles stated in this policy document. Individual units adopting more specific policies are responsible for establishing, publicizing and enforcing such policies, as well as any rules governing the authorized and appropriate use of equipment for which those units are responsible.

IV. Disclosures

- A.** All members of the VUMC Workforce Members are given notice of this policy by virtue of its publication and are subject to it on the same basis. Ignorance of this policy does not relieve any user of his or her responsibilities under the policy. All Workforce Members are expected to familiarize themselves with the contents of this policy and act in conformance with these principles regarding any use of VUMC's IT resources.
- B.** Due to the rapid nature of change in both information technologies and their applications, VUMC may amend this policy whenever deemed necessary or appropriate. Users are encouraged to periodically review this policy in order to understand their rights and responsibilities under it.

I Decline

Accept



- Now you can set a new password for your Resource Account.
- Follow the guidelines to the right when creating your password.
- **Enter** and **Confirm** the new password for your Resource Account.
- Click **Submit**.

The screenshot shows a web form titled "Set New Password". At the top, there is a paragraph of instructions: "Enter your new password below, following the listed requirements. Clicking 'Submit' will change your password to the new value. You may exit at any time by clicking 'Cancel'." Below this is the "Identity Info" section with four input fields: "Account Name" (placeholder: "Account Name here"), "Full Name" (placeholder: "Full Account Name here"), "Account Type" (placeholder: "Account Type here"), and "Email" (placeholder: "Account Email Address here"). The "Password" section contains two input fields: "New Password for Resource Account Name" (placeholder: "ENTER") and "Confirm new password" (placeholder: "CONFIRM"). The "ENTER" and "CONFIRM" fields are highlighted with a thick teal border.

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

- 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**.

