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**.
• 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.
• Enter the current password for the Owner of the Resource Account. This will be your personal VUMC ID password.
• Click **Next**.
Click **Accept** once you have read the VUMC Acceptable Use Policy regarding your computer privileges and responsibilities.
Claim a Resource Account

• 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.

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.