

- The Administrator who creates your MAC account will provide you with the login information to activate your MAC account.
- When you have logged in, enter the **MAC Account ID** and **Access Code** provided.
- Click **Submit**.

**AccessVUMC**

Enter your access code

Enter the requested information below and click **Submit**.

VUMC ID

Access Code

**Submit** **Cancel**

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.

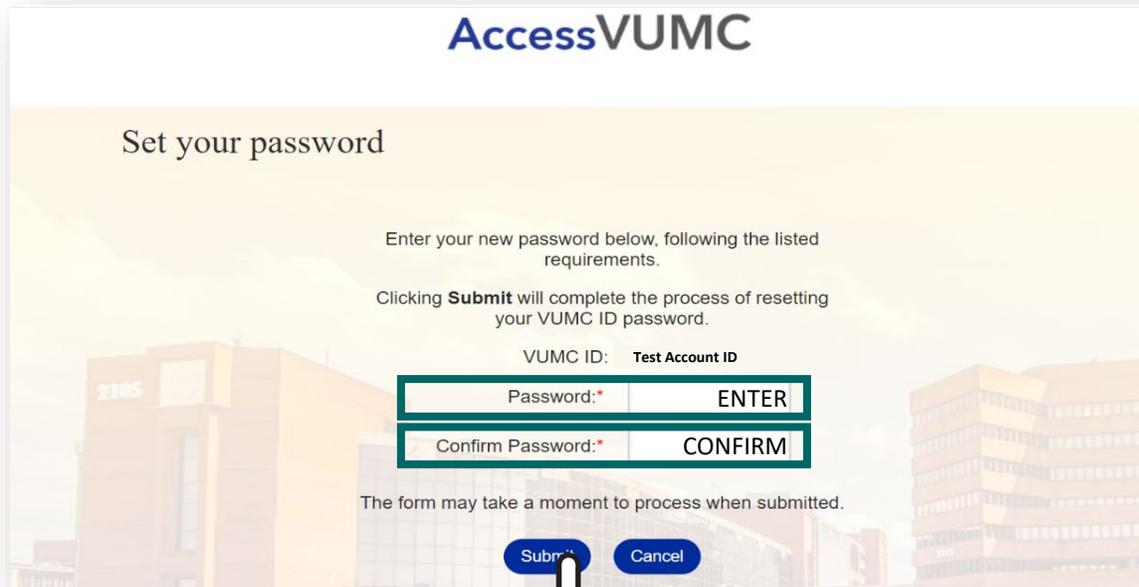
I Decline

Accept



## Set your VUMC password

- Enter and confirm your Account password.
- Follow the requirements to the right when creating your VUMC account password.
- Click **Submit**.



**AccessVUMC**

### Set your password

Enter your new password below, following the listed requirements.

Clicking **Submit** will complete the process of resetting your VUMC ID password.

VUMC ID: Test Account ID

Password: \* ENTER

Confirm Password: \* CONFIRM

The form may take a moment to process when submitted.

Submit Cancel

## 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.

- Confirm your identity by entering the information VUMC has on file for you:
  - First Name - Required
  - Last Name - Required
  - Middle Name – Optional
  - Phone Number – Optional
- Click **Continue**.

### AccessVUMC

Set your password

Enter your new password below, following the listed requirements.  
Clicking **Submit** will complete the process of resetting your VUMC ID password.

VUMC ID: **accoum3**

Password:\*

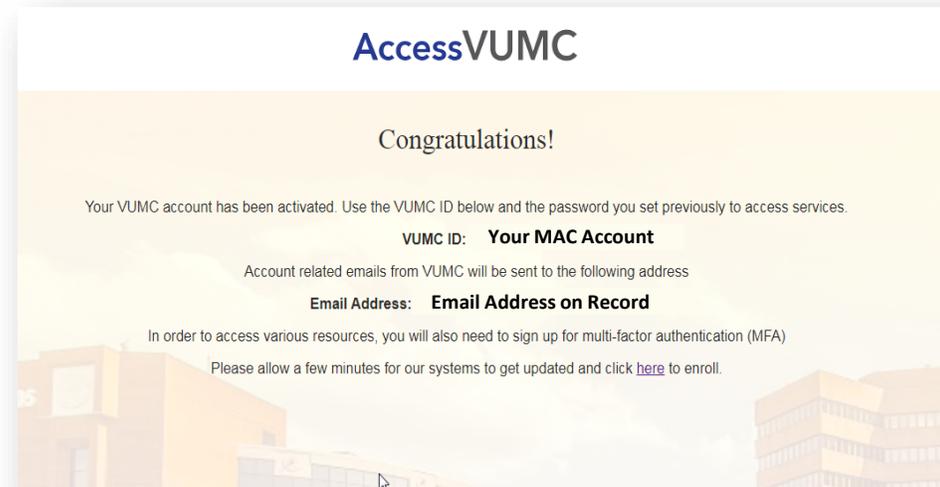
Confirm Password:\*

The form may take a moment to process when submitted.

- Cannot reuse any of your last 10 passwords.
- Cannot contain account's primary email
- Cannot contain account's last name
- Cannot contain account's display name
- Cannot contain three (3) consecutive characters from the VUMC ID
- Cannot contain the VUMC ID in reverse
- Must have at least 8 character(s)
- Must have at most 16 character(s)
- Must have at least 1 lowercase letter(s)
- Must have at least 3 character types
- Must have at least 1 special character(s)
- Must have at least 1 digit(s)
- Must have at least 1 uppercase letter(s)

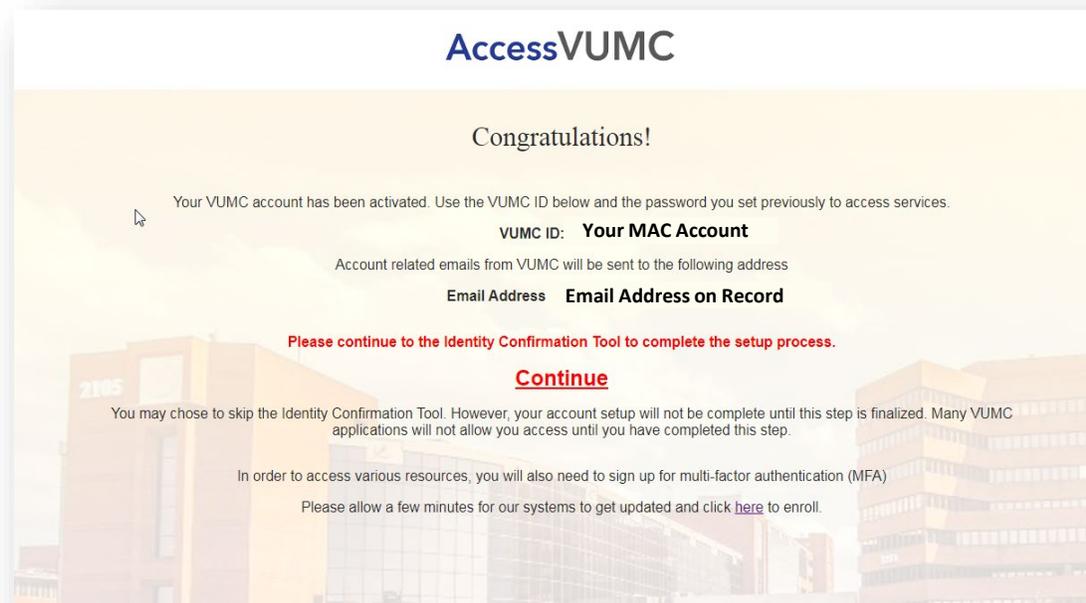
VUMC will never ask for your VUMC ID & Password via email. If you receive suspicious email forward it to Enterprise Cybersecurity: [phishing@vumc.org](mailto:phishing@vumc.org)

- After you set your password for your MAC Account, you will receive a confirmation screen that your MAC account has been activated (below), or, **you may be required to enter your Personal Identifiable Information (PII) (next slide)**.
- If you receive the confirmation screen below, you are almost finished.
- Take note of your information and then enroll in Multi-Factor Authentication, if you haven't already.
  - Multi-Factor Authentication is required to manage your personal information within AccessVUMC.



After you set your password for your MAC Account, you may receive a confirmation screen that your MAC account has been activated and that you are required to enter your Personal Identifiable Information (PII).

If you receive this confirmation screen, click **Continue** to enter your PII.



Enter your MAC Account ID and new password.  
Click **Submit**.



The screenshot shows the 'AccessVUMC' login interface. At the top, the text 'AccessVUMC' is displayed in a large, bold, blue font. Below this, the word 'Login' is centered. A light gray rectangular box contains the login fields: a label 'VUMC ID' above a text input field, a label 'Password' above another text input field, and a 'submit' button at the bottom. A hand cursor icon is positioned over the 'submit' button, indicating the next step in the process.

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**.

**AccessVUMC**

Identity Logout

**Enter Identity Information**

Welcome Macpii 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.

Enter First Name: \*  ?

Enter Middle Name:  ?

Enter Last Name: \*  ?

Enter SSN: \*  ?

Confirm SSN: \*  ?

Enter Date Of Birth\*:  ?

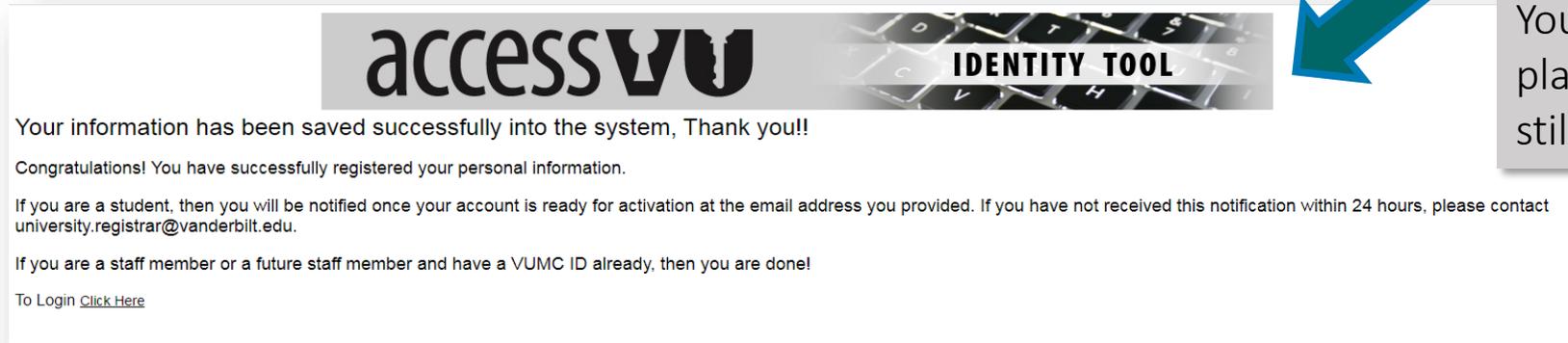
Submit

\* indicates required information

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

The screenshot displays the 'AccessVUMC' web application interface. At the top, there are two tabs: 'Identity' and 'Logout'. Below the tabs, the heading 'Enter Identity Information' is followed by the instruction 'Please confirm the below request:'. The form is divided into two sections: 'Previous' and 'New Changes'. The 'Previous' section lists 'Previous First Name', 'Previous Middle Name', and 'Previous Last Name' with corresponding placeholder text. The 'New Changes' section lists 'First Name', 'Middle Name', 'Last Name', 'SSN', and 'Date Of Birth' with corresponding placeholder text. At the bottom of the form, there are two buttons: 'Confirm' and 'Cancel'. A hand cursor icon is positioned over 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 stating that your Personal Identifiable Information is now in the system.
- You will be logged out of the system.



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