Claim a MAC Account

• 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**.
Claim a MAC Account

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

• Enter and confirm your Account password.
• Follow the requirements to the right when creating your VUMC account 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: 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.
Claim a MAC Account

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