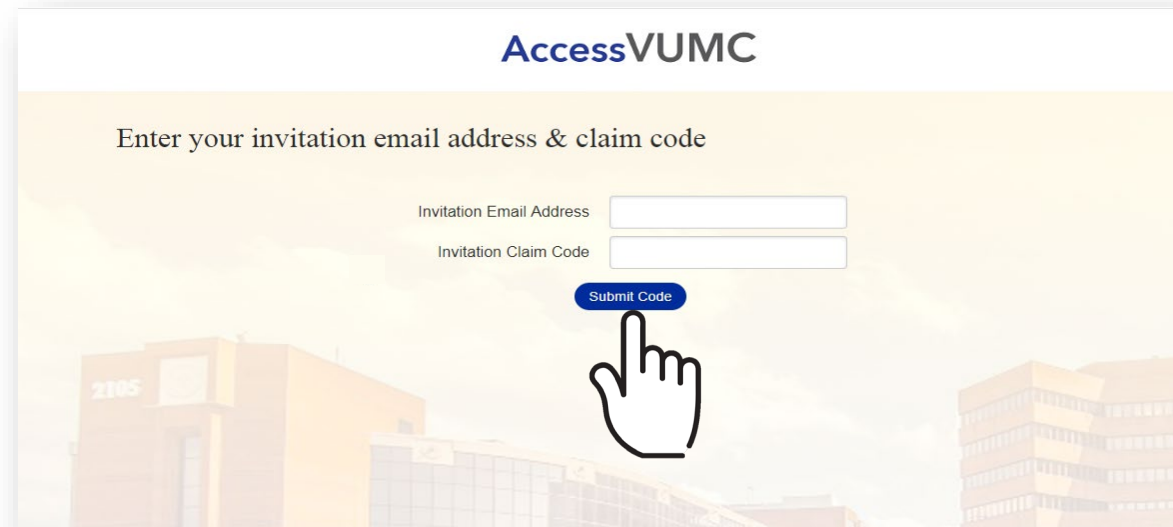
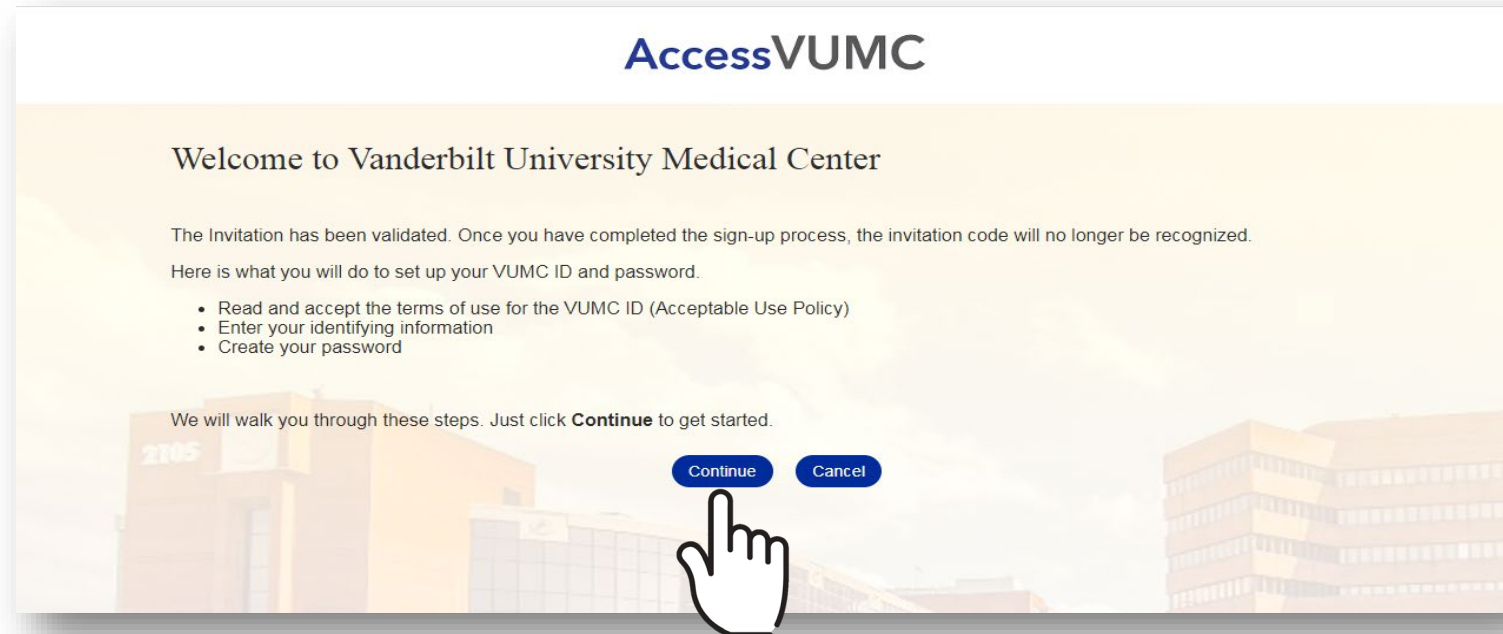


- To claim an Invitation, you will receive an email from the administrator who created your account.
- Click on the link provided in the email.
- When you are prompted with the AccessVUMC screen, enter your **personal email address** and the **Access Code** provided in your invitation email.
- Click **Submit Code**.

Experiencing an issue?
Contact the individual listed
in your email.



- A verification screen should appear letting you know that you are in the system.
- Click **Continue**.



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



- 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

Confirm your identity

Please provide the following information including your legal name. Display name values may be changed later.

Non-Vanderbilt Email Address: **Your Personal Email Address**

First Name * Last Name *

Middle Name Phone Number

Continue Cancel

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.

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 screen that your password has been set.
- Click **OK**.

