Claim an Invitation

• 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**.
Claim an Invitation

Click **Accept** once you have read the VUMC Acceptable Use Policy regarding your computer privileges and responsibilities.
• Confirm your identity by entering the information VUMC has on file for you:
  o First Name - Required
  o Last Name - Required
  o Middle Name – Optional
  o Phone Number – Optional
• Click Continue.
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: abcd...z
     - Uppercase Letters: ABCDE...Z
     - Numbers: 0123...9
     - 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.