Claim a Test Account

• To claim a Test Account, the Administrator will provide you with information on where to login after your Test Account is created.

• When you login, enter the Test Account ID and the Access Code provided.

• Click **Submit**.
Claim a Test Account

Click **Accept** once you have read the VUMC Acceptable Use Policy regarding your computer privileges and responsibilities.
Claim a Test Account

• Enter and confirm your Test Account password.
• This password should be different than your personal VUMC 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 Test Account

- You will receive a confirmation screen that your Test Account has been activated.
- As the Owner of the Test Account, you will also receive a confirmation email that the password on the account has been changed.
- Click **OK**.