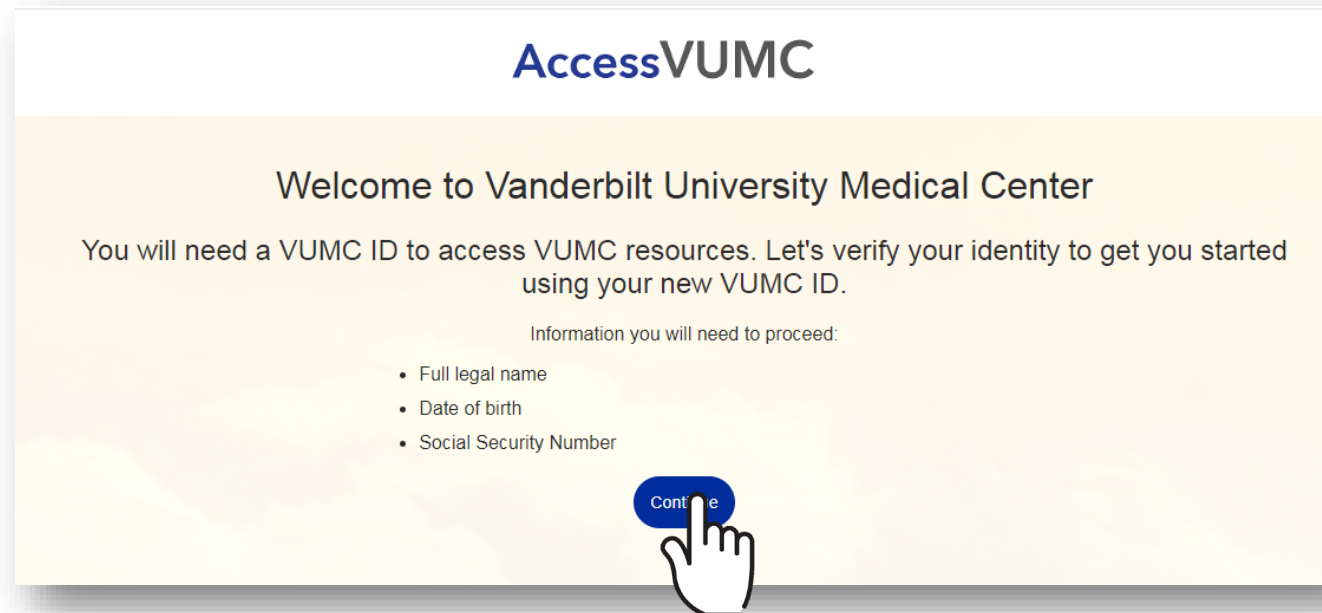


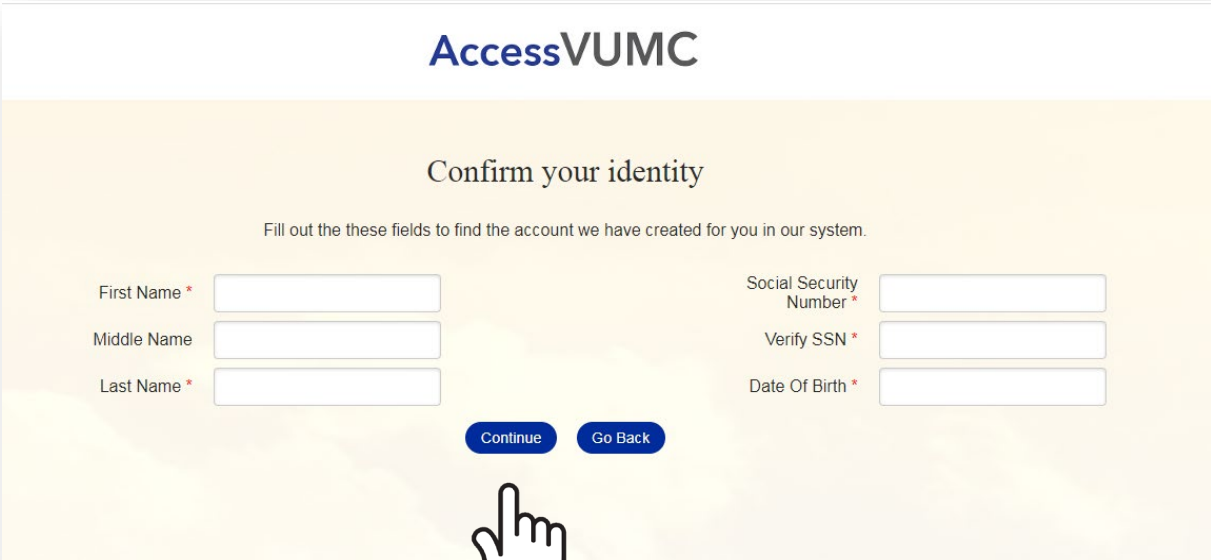
- Click on the link in your new employee invitation email.
- You should be prompted with this screen.
- Click **Continue**.



- Confirm your identity by entering the requested information:

- 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

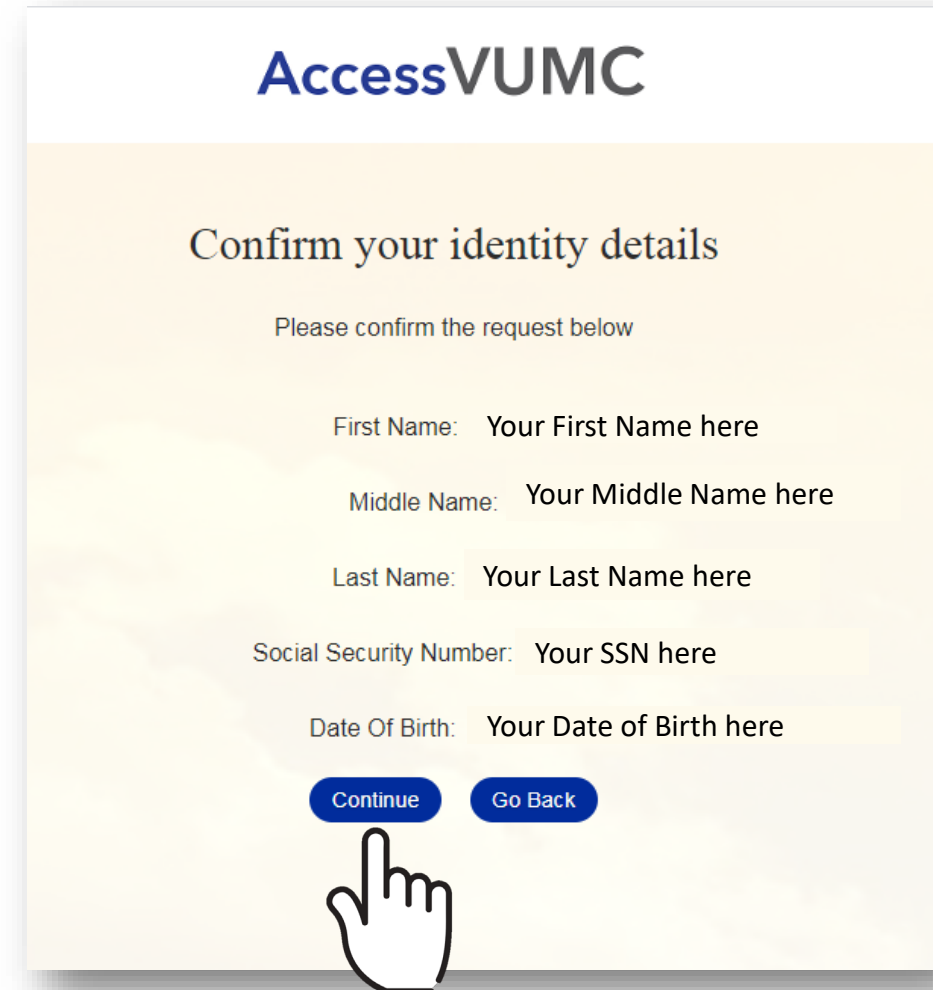
- Click **Continue**.



The screenshot shows a web form titled "AccessVUMC" with the sub-header "Confirm your identity". Below the header, it says "Fill out the these fields to find the account we have created for you in our system." The form contains six input fields arranged in two columns. The left column has "First Name *", "Middle Name", and "Last Name *". The right column has "Social Security Number *", "Verify SSN *", and "Date Of Birth *". At the bottom of the form are two buttons: "Continue" and "Go Back". A hand icon is pointing at the "Continue" button.

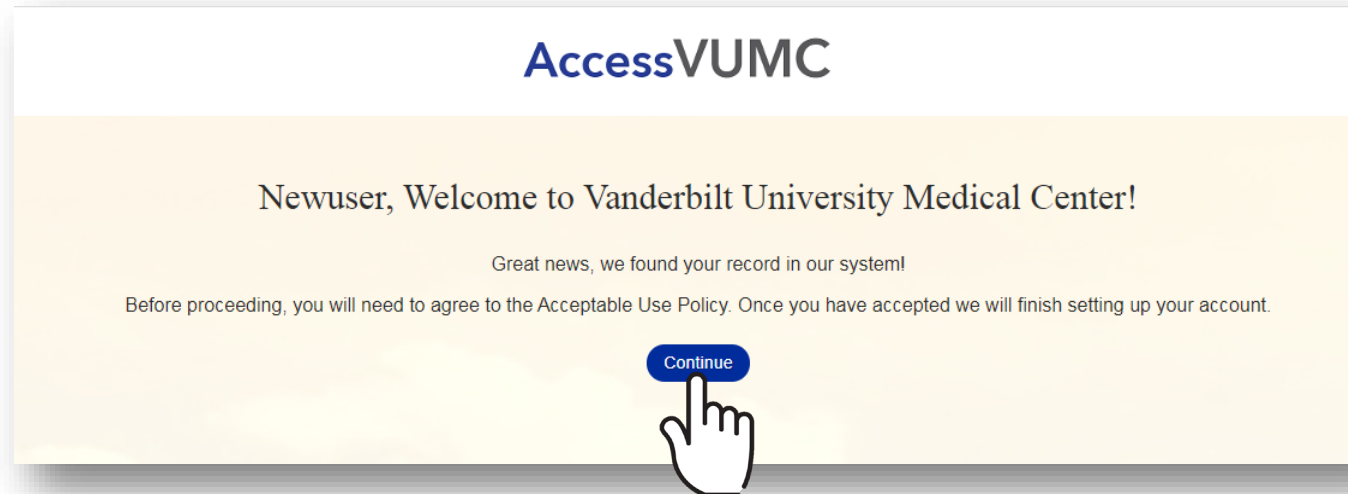
First Name *	<input type="text"/>	Social Security Number *	<input type="text"/>
Middle Name	<input type="text"/>	Verify SSN *	<input type="text"/>
Last Name *	<input type="text"/>	Date Of Birth *	<input type="text"/>

- Confirm your identity details.
- Click **Continue**.



The screenshot shows a web form titled "AccessVUMC" with the heading "Confirm your identity details". Below the heading is a sub-header "Please confirm the request below". The form contains several input fields, each with a label and a placeholder text: "First Name: Your First Name here", "Middle Name: Your Middle Name here", "Last Name: Your Last Name here", "Social Security Number: Your SSN here", and "Date Of Birth: Your Date of Birth here". At the bottom of the form are two blue buttons: "Continue" and "Go Back". A hand icon is pointing at the "Continue" button.

- If you receive a **Welcome to VUMC** screen, it means that your account is in the system.
 - Click **Continue**.
- If you receive an **Account Not Found** screen, your account is not finished processing.
 - Click **Go Back** and retry your PII details.
 - If re-entering your PII does not work, contact your hiring manager for assistance.



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

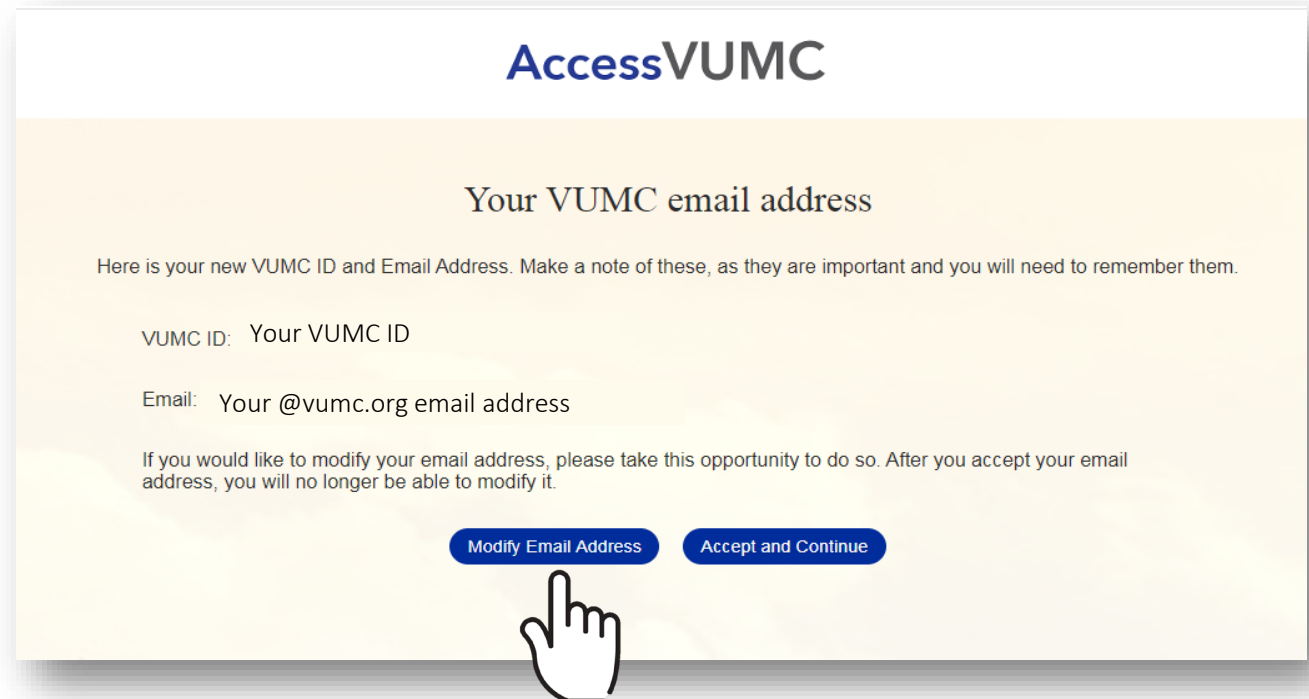
Individual units within VUMC may create additional policies for information resources under their control. These policies may include additional detail, guidelines and further restrictions but must be consistent with principles stated in this policy document. Individual units adopting more specific policies 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.



- You will then be prompted to review your VUMC ID and email address.
- You can modify your email address now if you wish.
 - This will be the only time you can modify your VUMC email address.
 - Click **Modify Email Address** if you need to change your VUMC email address ([go to next slide](#)).
- If your email address is okay, click **Accept and Continue** ([go to next slide](#)).



The screenshot shows a web interface titled "AccessVUMC" with a light yellow background. The main heading is "Your VUMC email address". Below this, a message states: "Here is your new VUMC ID and Email Address. Make a note of these, as they are important and you will need to remember them." The interface displays two fields: "VUMC ID: Your VUMC ID" and "Email: Your @vumc.org email address". A note at the bottom reads: "If you would like to modify your email address, please take this opportunity to do so. After you accept your email address, you will no longer be able to modify it." At the bottom right, there are two blue buttons: "Modify Email Address" and "Accept and Continue". A hand icon is pointing at the "Modify Email Address" button.

- Enter and confirm the new **prefix (only)** for your VUMC email address.
 - You cannot change your last name.
- Click **Continue**.

AccessVUMC

Change your VUMC Email Address

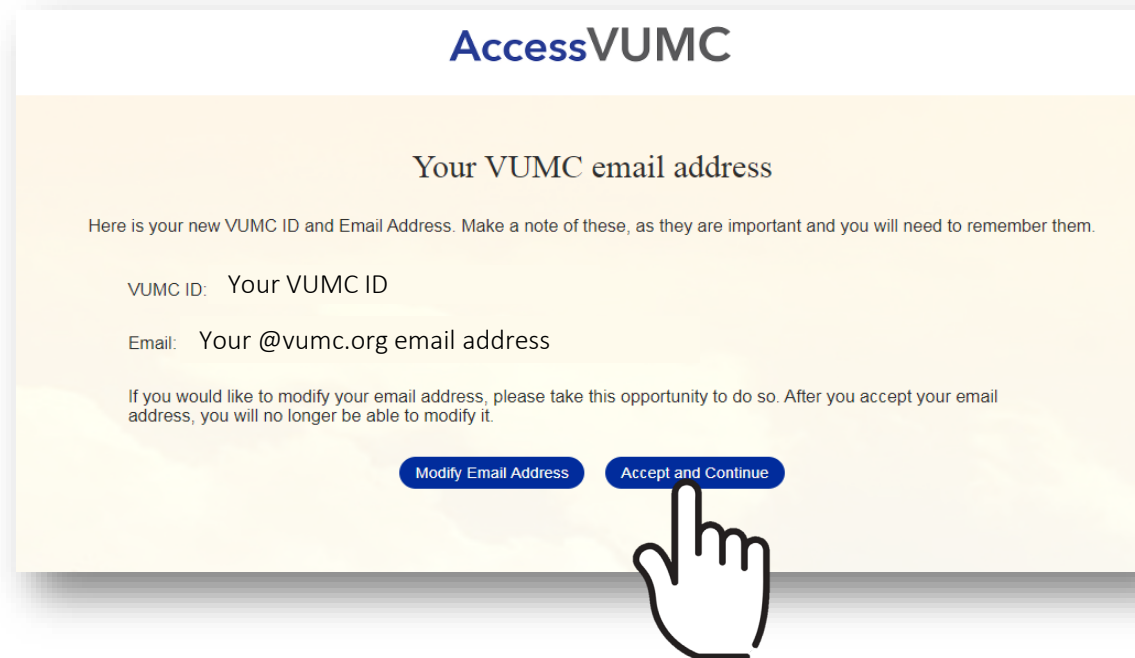
Your VUMC email address is Your @vumc.org email address
You may create a different email prefix.

Enter → New Email Address* .LastName@vumc.org

Confirm → Confirm Email Address* .LastName@vumc.org

[Continue](#) [Go Back](#)

- You will receive a confirmation page with your new VUMC email address.
- Click **Accept and Continue**.



- Now **Enter** and **Confirm** your 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.

- You will receive a screen that your password has been set.
- Click **OK**.
- You will then be prompted with the option to enroll in Multi-Factor Authentication.
 - MFA is a requirement to access your personal information within the AccessVUMC identity management tool, as well as certain areas of Human Resources.
 - We recommend that you enroll now for easy access to your personal information.

