• Click on the link in your new employee invitation email.
• You should be prompted with this screen.
• Click **Continue.**
Claim your VUMC Account – New Employees

• Confirm your identity by entering the requested information:
  o First Name – Required
  o Middle Name – Optional
  o Last Name – Required
  o Social Security Number – Required
    ▪ Example – 123-45-7890
  o Date of Birth – Required
    ▪ Example – 01/01/2000
• Click Continue.
• Confirm your identity details.
• Click **Continue**.
Claim your VUMC Account – New Employees

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

Click Accept once you have read the VUMC Acceptable Use Policy regarding your computer privileges and responsibilities.
• You will then be prompted to review your VUMC ID and email address.
• You can modify your email address now if you wish.
  o This will be the only time you can modify your VUMC email address.
  o 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**).
• Enter and confirm the new prefix (only) for your VUMC email address.
  • You cannot change your last name.
• Click Continue.
• You will receive a confirmation page with your new VUMC email address.
• Click **Accept and Continue**.
Step 3 of 4

Claim your VUMC Account – New Employees

- Now Enter and Confirm your 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.
• 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.