# AccessVUMC Identity Management Tool
Claim a MAC Account

- To claim a MAC Account, you must first receive an email from the administrator.

- Click on the link provided in the email.

- When you are prompted with the AccessVUMC screen, enter the **Test Account VUMC ID** and the **Access Code** provided in your invitation email.

- Click **Submit Code**.

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

VANDERBILT UNIVERSITY
MEDICAL CENTER
Information Technology

AccessVUMC Identity Management
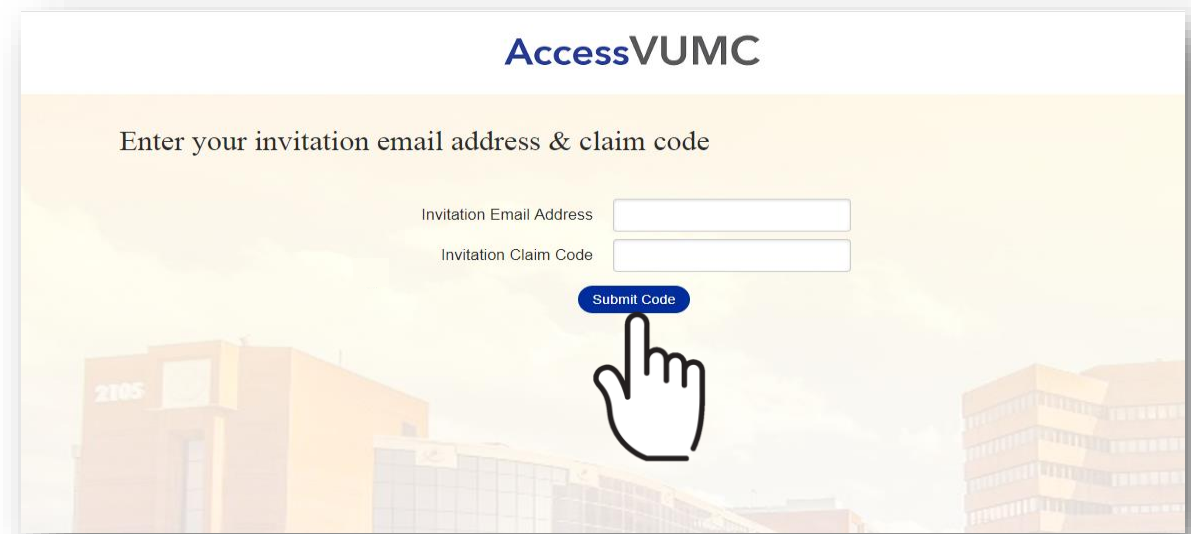
Click **Accept** once you have read the VUMC Acceptable Use Policy regarding your computer privileges and responsibilities.

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

VANDERBILT **V** UNIVERSITY
MEDICAL CENTER

Information Technology

Set your VUMC password

- Enter and confirm your Account password.

- Follow the guidelines to the right when creating your VUMC account password.

- Click **Submit.**

Keep these 3 password basics in mind when you create your VUMC Account password.

1. You cannot reuse your last 10 passwords
2. Passwords MUST CONTAIN:
   - At most 16 characters
   - At least 1 lowercase letter
   - At least 8 characters
   - At least 3 character types
   - At least 1 number
   - At least 1 uppercase letter
3. Passwords CANNOT CONTAIN your:
   - Email address
   - Account last name
   - Display name
   - Account names in reverse

- Confirm your identity by entering the information VUMC has on file for you:
  - First Name - Required
  - Last Name - Required
  - Middle Name – Not Required
  - Phone Number – Not Required
- Click **Continue**.

VANDERBILT UNIVERSITY
MEDICAL CENTER

Information Technology

AccessVUMC Identity Management

5

- After you set your password for your MAC Account, you will receive either a confirmation screen that your MAC account has been activated (below), or, you may be required to enter your Personal Identifiable Information (PII) (next slide).

- If you receive this confirmation screen, you are almost finished.

- Take note of your information and then enroll in Multi-Factor Authentication, if you haven't already.

  o Multi-Factor Authentication is required to manage your personal information within AccessVUMC.

VANDERBILT UNIVERSITY
MEDICAL CENTER
Information Technology

AccessVUMC Identity Management
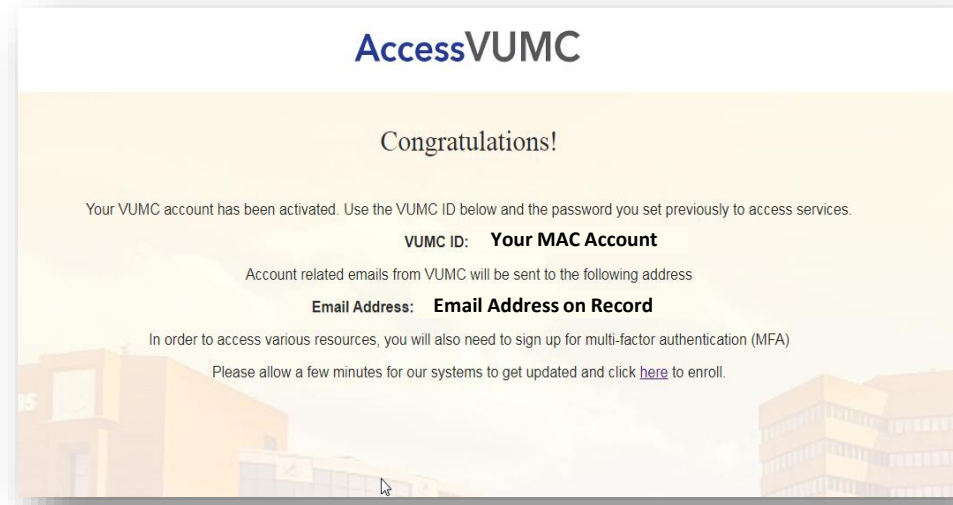
After you set your password for your MAC Account, you may receive a confirmation screen that your MAC account has been activated, that you need to enter your Personal Identifiable Information (PII).

If you receive this confirmation screen, click **Continue** to enter your PII.

VANDERBILT UNIVERSITY
MEDICAL CENTER

Information Technology

AccessVUMC Identity Management

7
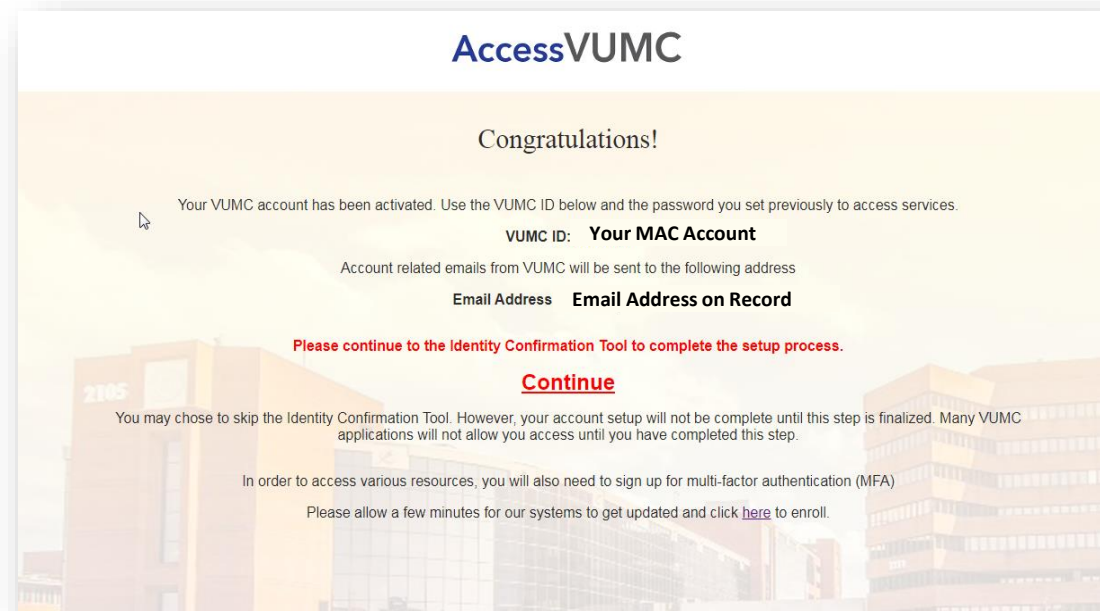
Login to AccessVUMC with your MAC Account ID and new password.

Click **Submit**.
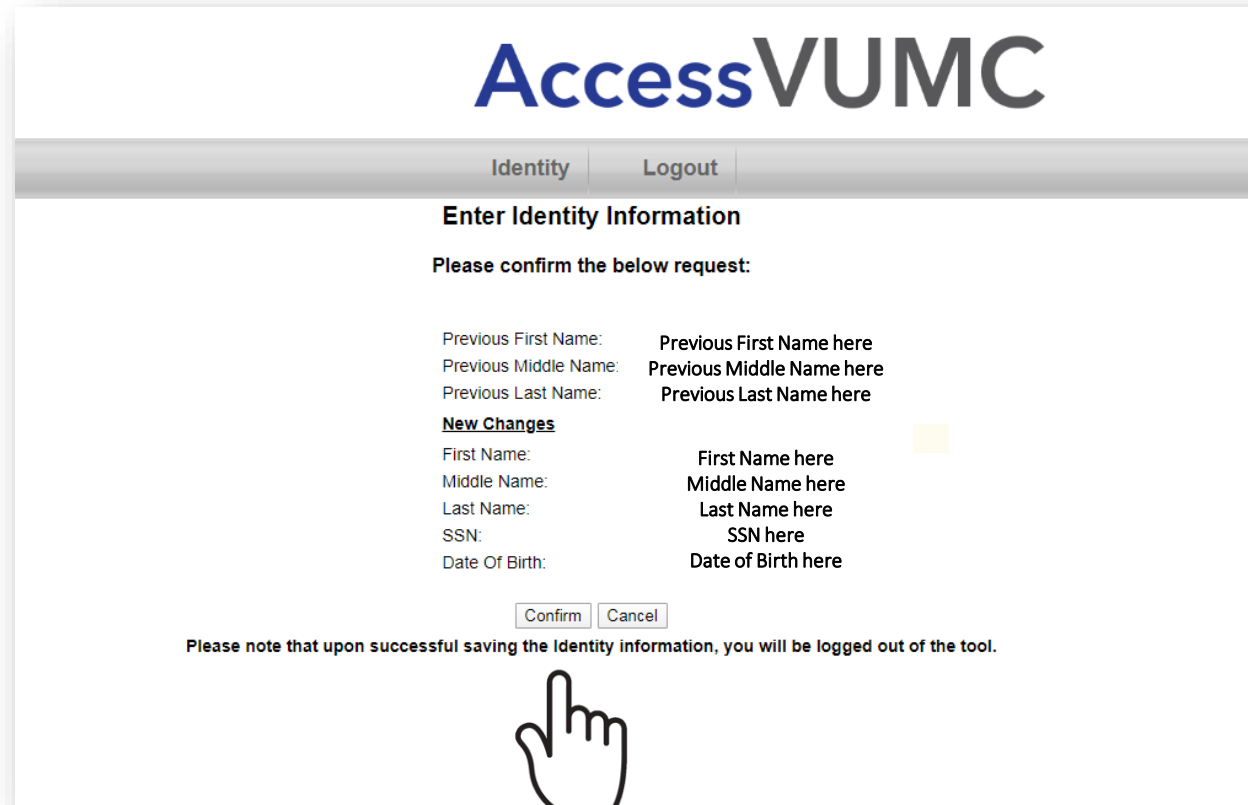
Enter your Personal Identifiable Information (PII).

Your name will automatically populate.

- First Name – Required

- Middle Name – Not required

- Last Name – Required

- Social Security Number – Required
  - Example – 123457890

- Date of Birth – Required
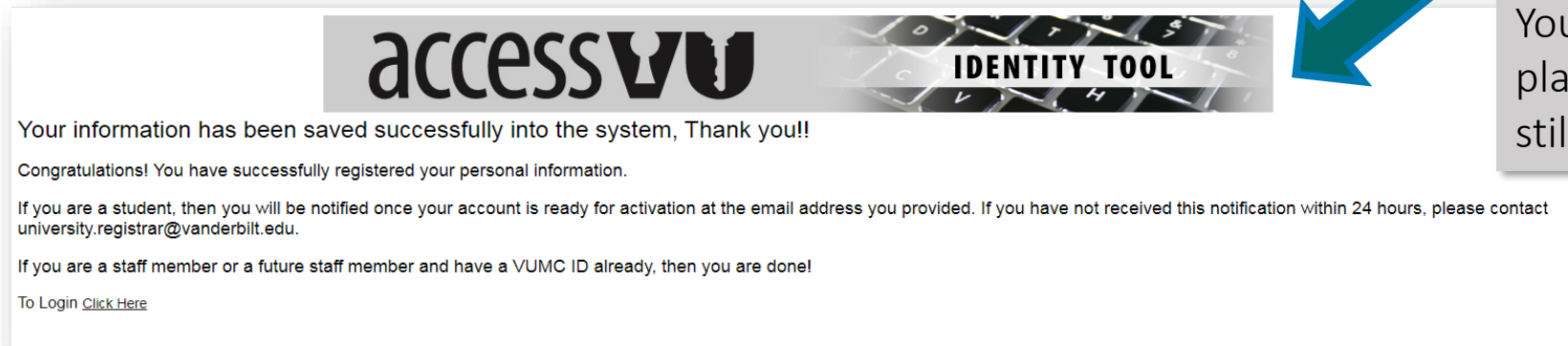 - Example: 01/01/2000

- Click **Submit**.

VANDERBILT UNIVERSITY
MEDICAL CENTER
Information Technology

AccessVUMC Identity Management

9

- Confirm that your PII is correct.
- Click **Confirm**.

- You will receive a confirmation screen with the AccessVU logo confirming that your Personal Identifiable Information is now in the system.

- You will be logged out of the system.

Do not be alarmed by the AccessVU logo. You are in the right place. AccessVUMC is still under construction.

access**VU** IDENTITY TOOL

Your information has been saved successfully into the system, Thank you!!

Congratulations! You have successfully registered your personal information.

If you are a student, then you will be notified once your account is ready for activation at the email address you provided. If you have not received this notification within 24 hours, please contact university.registrar@vanderbilt.edu.

If you are a staff member or a future staff member and have a VUMC ID already, then you are done!

To Login Click Here

VANDERBILT V UNIVERSITY
MEDICAL CENTER
Information Technology

AccessVUMC Identity Management