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.
Claim a MAC Account

Click **Accept** once you have read the VUMC Acceptable Use Policy regarding your computer privileges and responsibilities.
Set your VUMC password

1. Enter and confirm your Account password.
2. Follow the guidelines to the right when creating your VUMC account password.
3. 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
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- 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.
Claim a MAC Account

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