Please note:

To utilize the AccessVUMC Identity Management tool, enrollment in Multi-Factor Authentication is required. This extra layer of security ensures that your personal identifiable information (PII) is protected.

If you are not already enrolled, visit the Enterprise Cybersecurity website at: https://www.vumc.org/enterprisecybersecurity/multi-factor-authentication-mfa
Manage your VUMC ID Menu

- How to Change your Password
- How to Set your Display Name
- View your Profile – Click on the View Your Profile button to see your profile information.
- Forgot your password? Click on the Forgot Password button from the AccessVUMC Existing Users page.

Visit the AccessVUMC Identity Management Project home page for more information.
AccessVUMC Identity Management Tool
How to Change a Password

AccessVUMC Identity Management
Change your Password

Users with a valid VUMC ID AND enrolled in Multi-Factor Authentication (MFA) can use AccessVUMC to change/reset a password.

- Click **Existing Users** from the AccessVUMC home page [https://www.vumc.org/it/accessvumc](https://www.vumc.org/it/accessvumc).
Change your Password

• From the AccessVUMC home page, you will be prompted to authenticate using your VUMC ID and password.
• Click **Sign On**.
• You will then be prompted to enter a Multi-Factor Authentication passcode. **NOTE:** Your MFA sign on experience will vary based upon your MFA enrollment status (e.g. token, SMS texting, etc.).
• Click **Sign On** once you have entered your passcode.
Click the **Change VUMC ID Password** button from the AccessVUMC dashboard.
Click **Accept** once you have read the VUMC Acceptable Use Policy regarding your computer privileges and responsibilities.
• Verify your current password.

• Click Next.
• Enter and confirm your **NEW** password.

• Click **Submit**.

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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
• You will receive a confirmation screen that your password was successfully re-authenticated.
• You will also receive an email that your password was changed.
• Click **OK**.
AccessVUMC Identity Management Tool
How to Set a Display Name
VUMC employees enrolled in multi-factor authentication AND with a valid VUMC ID can use AccessVUMC to Set a Display Name.

- Click **Existing Users** from the AccessVUMC website [https://www.vumc.org/it/accessvumc](https://www.vumc.org/it/accessvumc).
From the AccessVUMC homepage, you will need to authenticate using your VUMC ID and password and **Sign On**.
Set your Display Name

- You will then be prompted to enter a Multi-Factor Authentication passcode.
  **NOTE:** Your MFA sign on experience will vary based upon your MFA enrollment status (e.g. token, SMS texting, etc.).
- Click **Sign On**.
Set your Display Name

Click **Set Display Name** from your AccessVUMC Dashboard.
Set your Display Name

• The Account’s Current Display Name, Last Name, First Name and Middle Name will automatically appear.
• Enter the New Display Name.
• Click Next.
Set your Display Name

- Confirm the new display name on your account.
- Click Submit.