Claim a Resource Account

• To claim a resource account, you will receive an email from the administrator like the example to the right.
• When you receive it, login to AccessVUMC.
Claim a Resource Account using the AccessVUMC Identity Management tool.

• Click **Existing Users** from the AccessVUMC home page
  https://www.vumc.org/it/accessvumc.
Claim a Resource Account

• From the AccessVUMC home page, you will be prompted to authenticate using your personal VUMC ID and password.
• Click Sign On.
Claim a Resource Account

- 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.
When you reach the AccessVUMC dashboard, **change the password for your Resource Account first.**

1. Click on the menu button.
2. Click **Manage Identity.**
3. Click on **Change Password for Resource Account.**
Claim a Resource Account

Click **Accept** once you have read the VUMC Acceptable Use Policy regarding your computer privileges and responsibilities.
• Enter the current password for your Resource Account. This should be your personal password.
• Click **Next**.
• Now you can set a new password for your Resource Account.
• Follow the guidelines to the right when creating your password.
• Enter and Confirm the new password for your Resource Account.
• 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
• You will receive a confirmation screen that the password for your Resource Account has been changed.
• As the Owner of the Resource Account, you will also receive a confirmation email.
• Click OK.