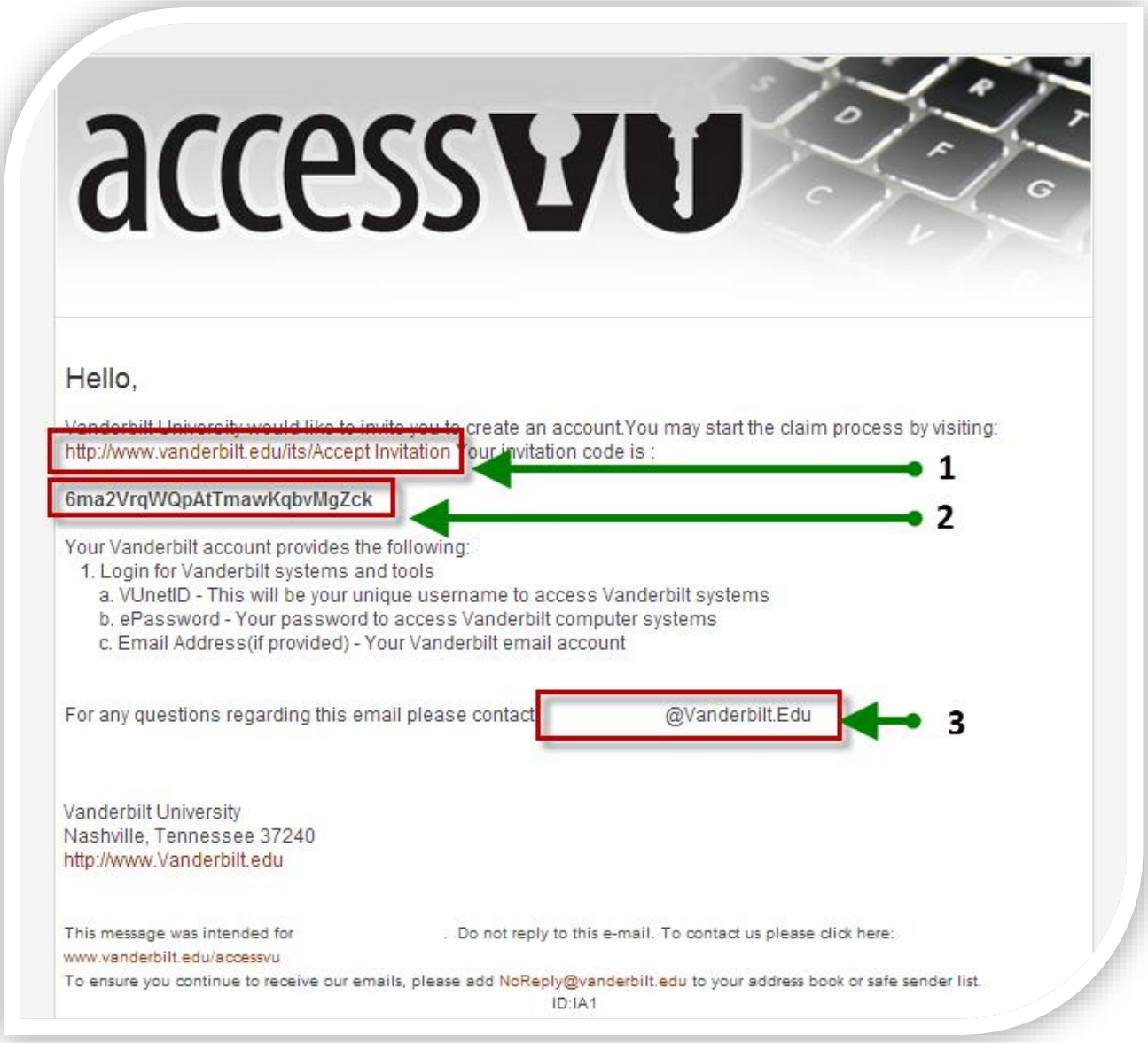
Vanderbilt Account Invitation

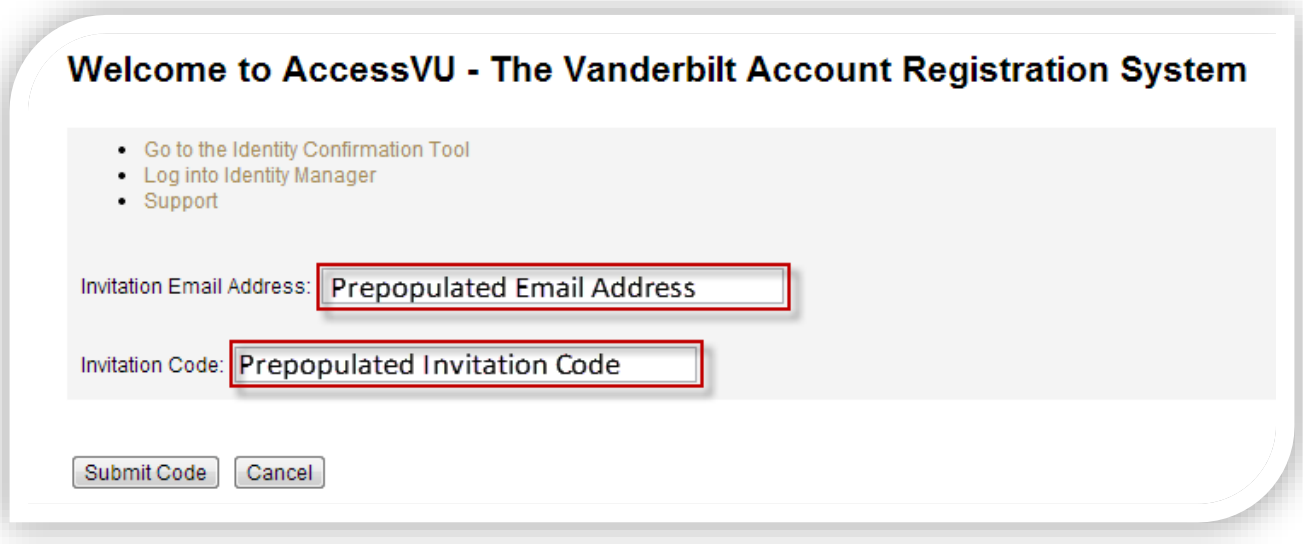


Sample Invitation Email

To accept your Vanderbilt Account Invitation click on the link in the email, http://www.vanderbilt.edu/its/Accept Invitation (Item 1 in the Sample Invitation Email)

NOTE: Having trouble? Need to ask a question? Contact the person listed in your email (item 3 in the Sample Invitation Email).

Vanderbilt Account Invitation

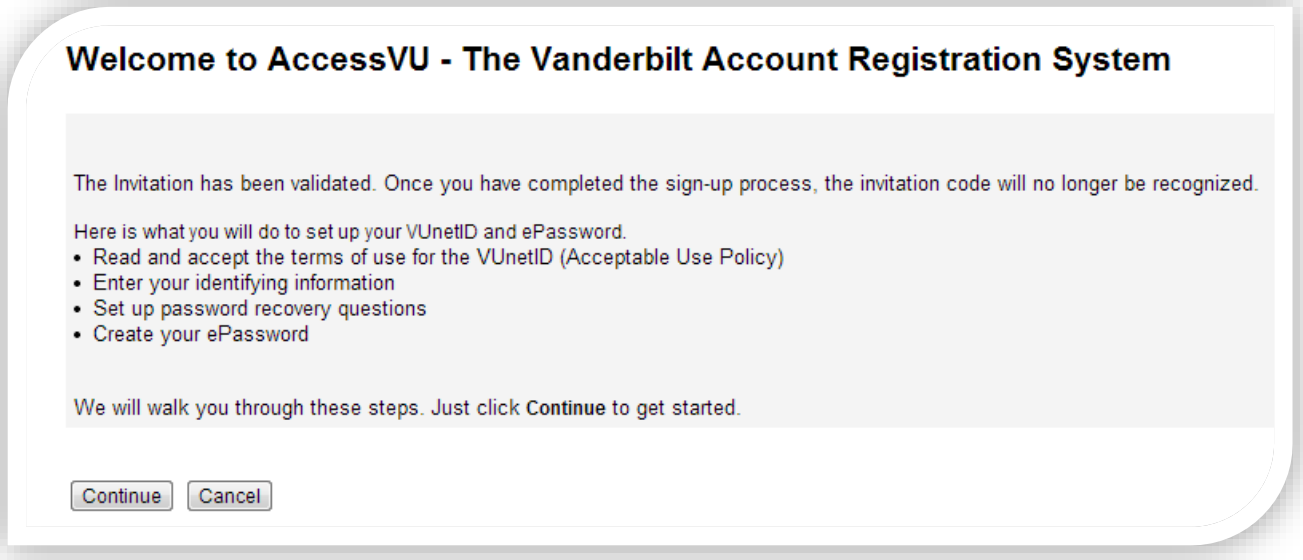


Screen 1 – Account Registration

When you click on the link, the email address that the invitation was sent to and the invitation code should prepopulate. If your information does not prepopulate, type in the email address then copy and paste the invitation code (item 2 in the Sample Invitation Email) into the Invitation Code text box.

Click on, "**Submit Code**"

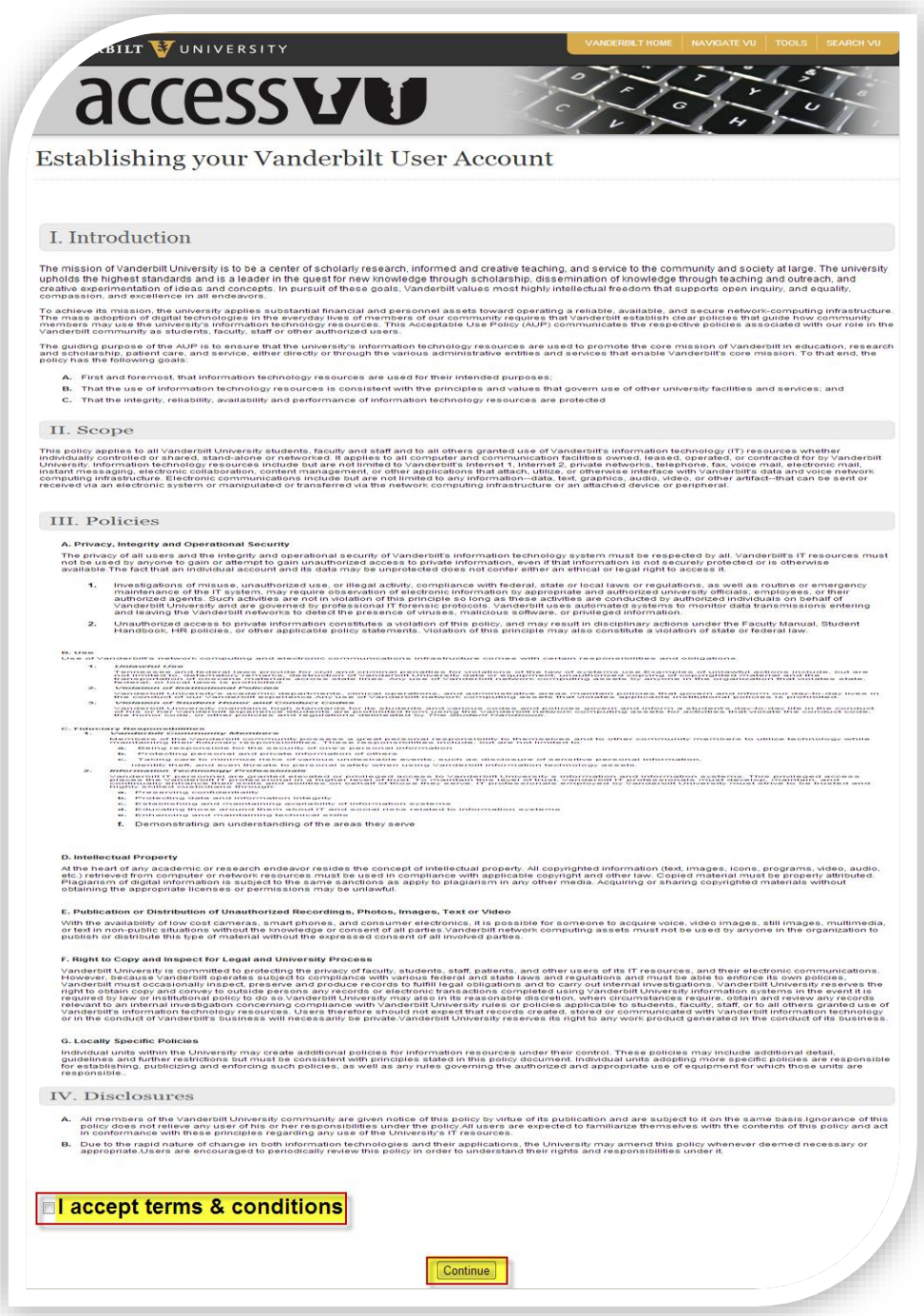
NOTE: The invitation code is valid for only one use.



Screen 2 – Account Registration

Screen 2 describes the account registration process. Click on, "**Continue**" when you are ready to proceed.

Vanderbilt Account Invitation

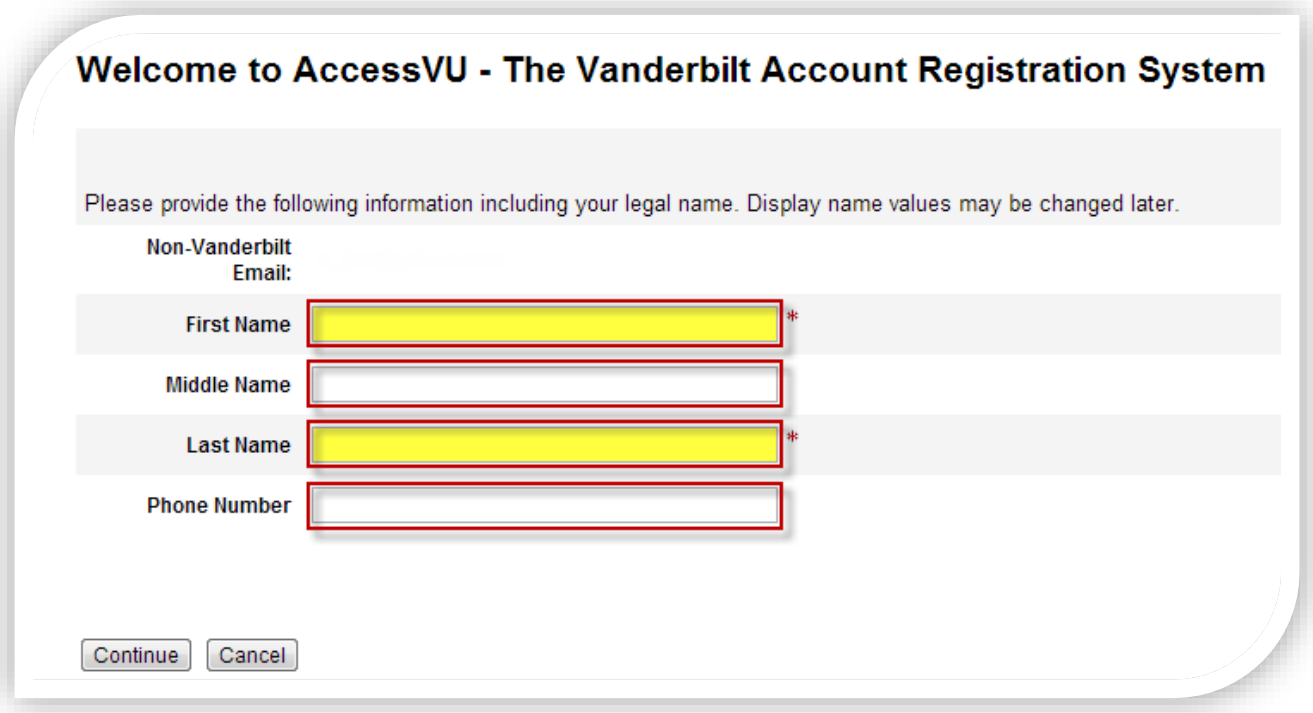


Screen 3 – Account Registration (Acceptable Use Policy)

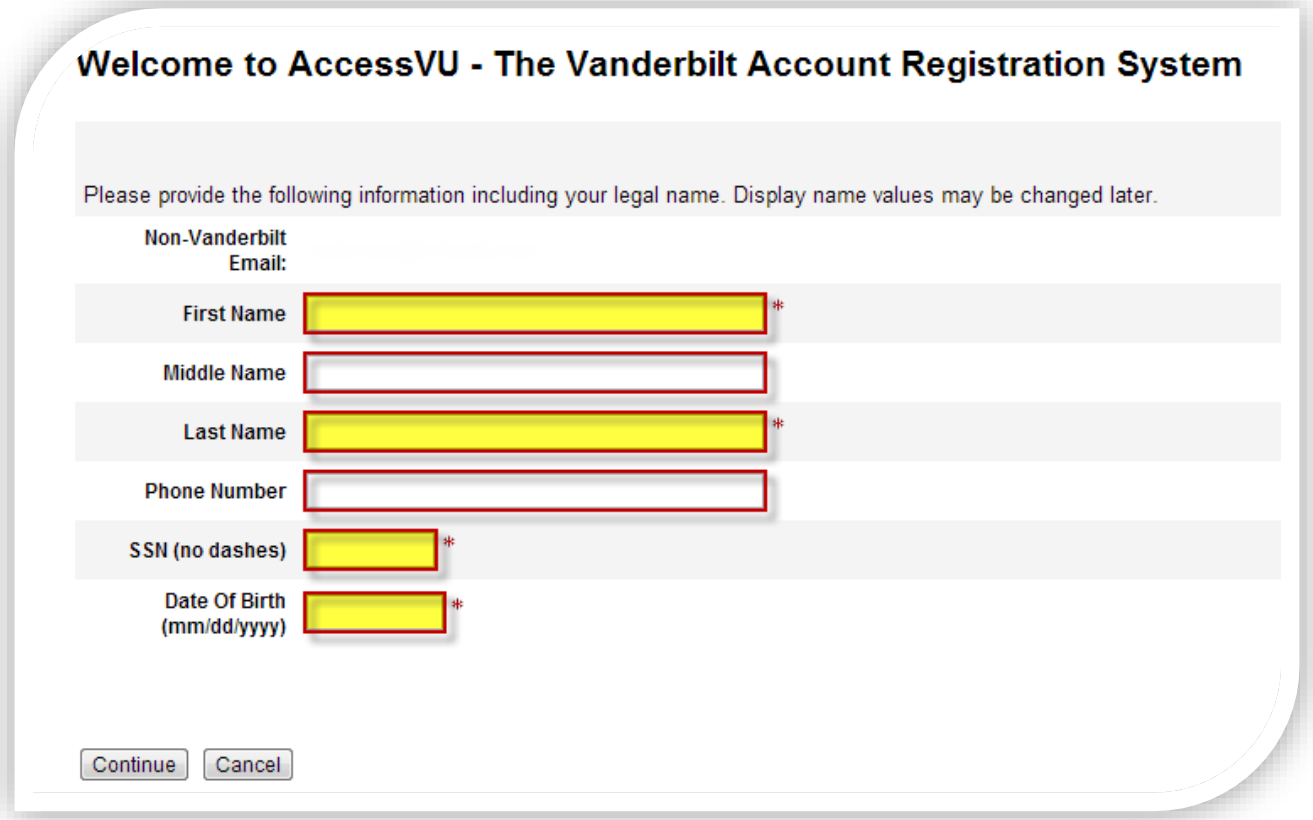
All Vanderbilt VUnetID account users must accept the Acceptable Use Policy. Read the policy, if you accept:

- At the bottom of the page click in the checkbox beside if you agree, "I certify that I have read Vanderbilt University's policy on computer privileges and responsibilities and I agree to abide by this policy."
- Click on, "**Continue**"
- If you do not agree click on, "**Cancel**" and your account creation process will be terminated

Vanderbilt Account Invitation



Screen 4a – Account Registration No Personally Identifiable Information



Screen 4b – Account Registration with Personally Identifiable Information

Vanderbilt Account Invitation

Different types of users are required to provide Personally Identifiable Information (PII) for example employees, faculty, students, and staff. Whereas contractors and other types of users do not need to submit their PII information.

4a - Account Registration No PII:
Continue creating your account by inputting:

- First name - full legal first name – Required
- Middle name - full legal middle name – Not required
- Last name - full legal last name – Required
- Phone Number – Not required

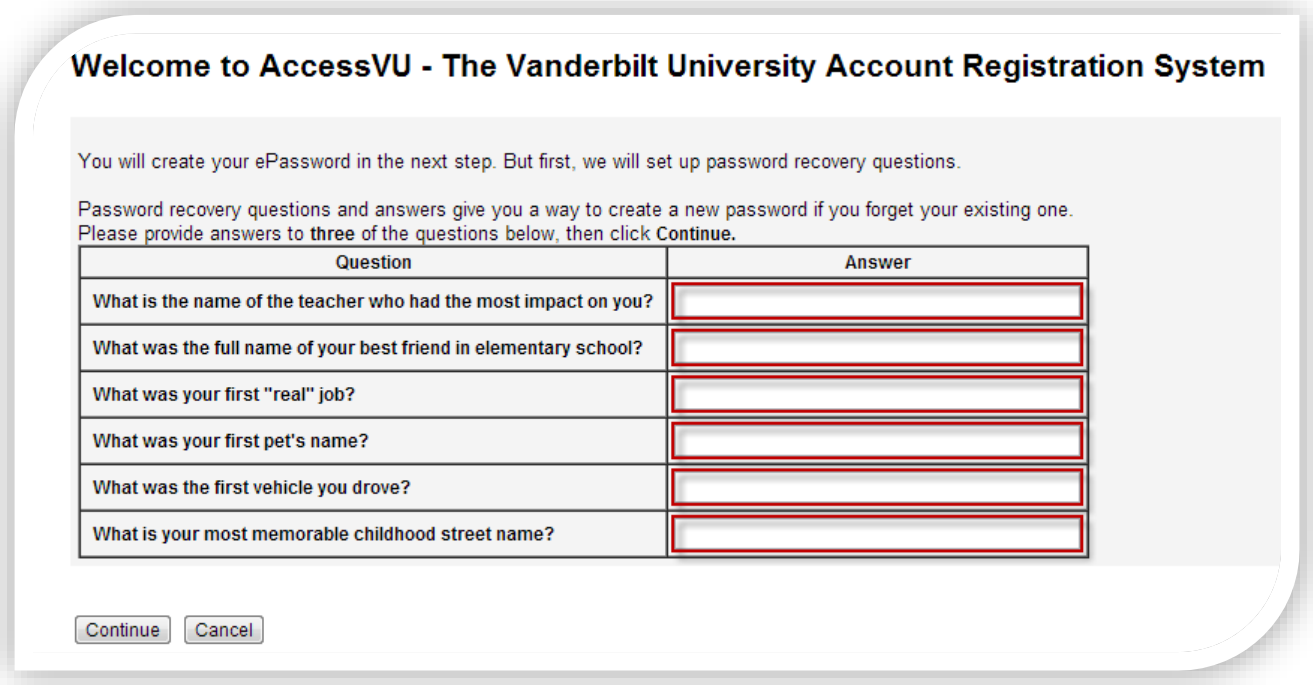
Once complete click on, "**Continue**"

4b - Account Registration with PII:
Continue creating your account by inputting:

- First name - full legal first name – Required
- Middle name - full legal middle name – Not required
- Last name - full legal last name – Required
- Phone Number – Not required
- SSN – Social Security Number: enter as a string of numbers no spaces no dashes
- DOB - Date of Birth: enter as mm/dd/yyyy for example 01/01/1900

Once complete click on, "**Continue**"

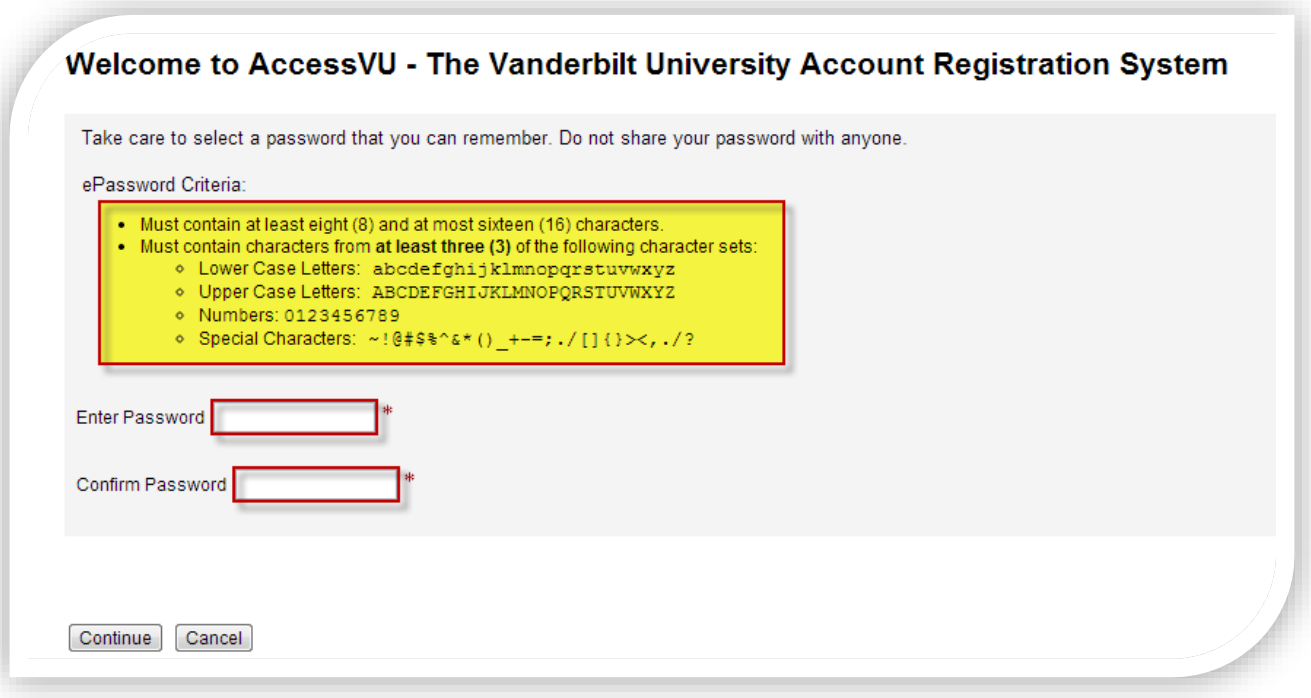
Vanderbilt Account Invitation



Screen 5 – Account Registration (Recovery Questions)

- Answer any three questions
  - **NOTE:** If more than three questions are answered only the first three will be used for password recovery.
- Answers are not case-sensitive
  - When answering security questions the answer will be accepted as, “Test Answer” or “ test answer”
- Click, “Save” when the three preferred questions have been answered

Vanderbilt Account Invitation



Screen 6 – Account Registration (ePassword)

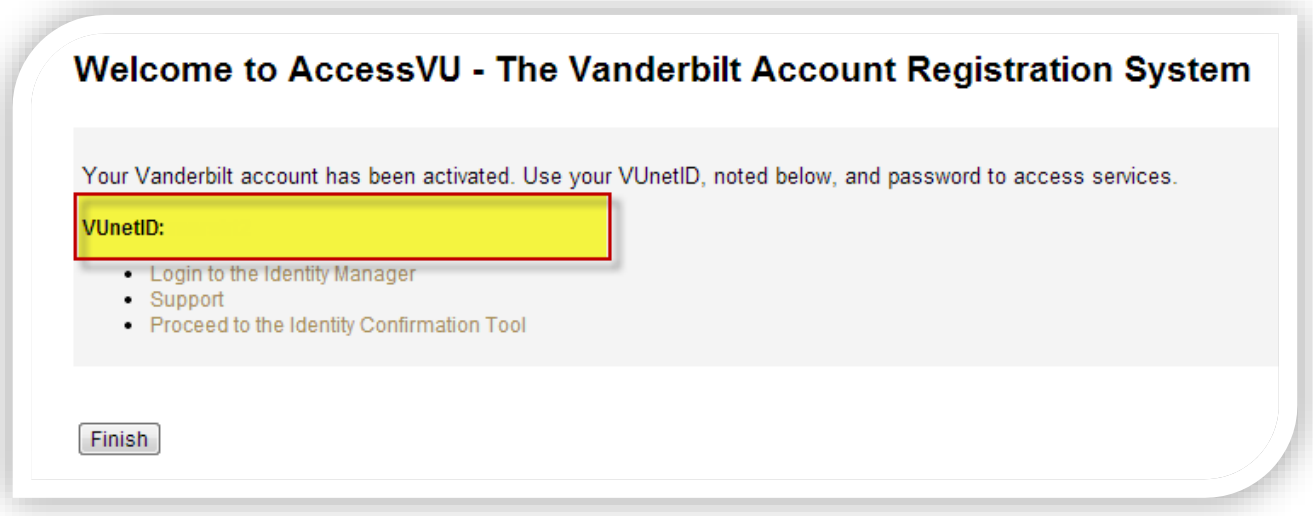
Create a password based on the following criteria:

- Must contain **at least eight (8)** and at most sixteen (16) characters
- Must contain characters from **at least three (3)** of the following character sets:
  - ***Lower Case Letters***: `abcdefghijklmnopqrstuvwxyz`
  - ***Upper Case Letters***: `ABCDEFGHIJKLMNOPQRSTUVWXYZ`
  - ***Numbers***: `0123456789`
  - ***Special Characters***: `~!@#$%^&*()_+-=;./[]{}><,./?`

Create your ePassword:

- Enter your Password
- Confirm your Password
- Click on, "**Continue**"

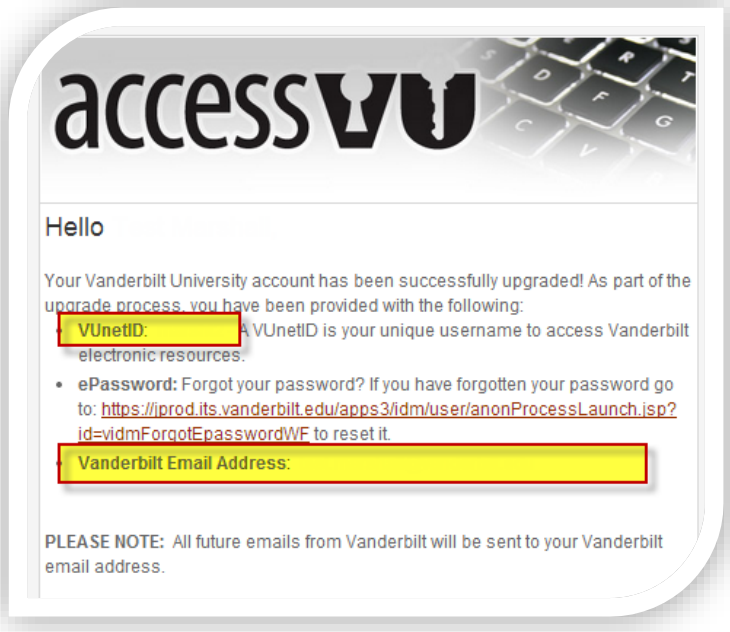
Vanderbilt Account Invitation



Screen 7 – Confirmation Screen

STOP!

Take a moment and note your VUnetID this is your username. You will use this in conjunction with your password to access many Vanderbilt systems.

NOTE: An email will be sent to you with:

- VUnetID
- ePassword Recovery Link
- Vanderbilt Email Address – If your administrator provided you with a Vanderbilt email address