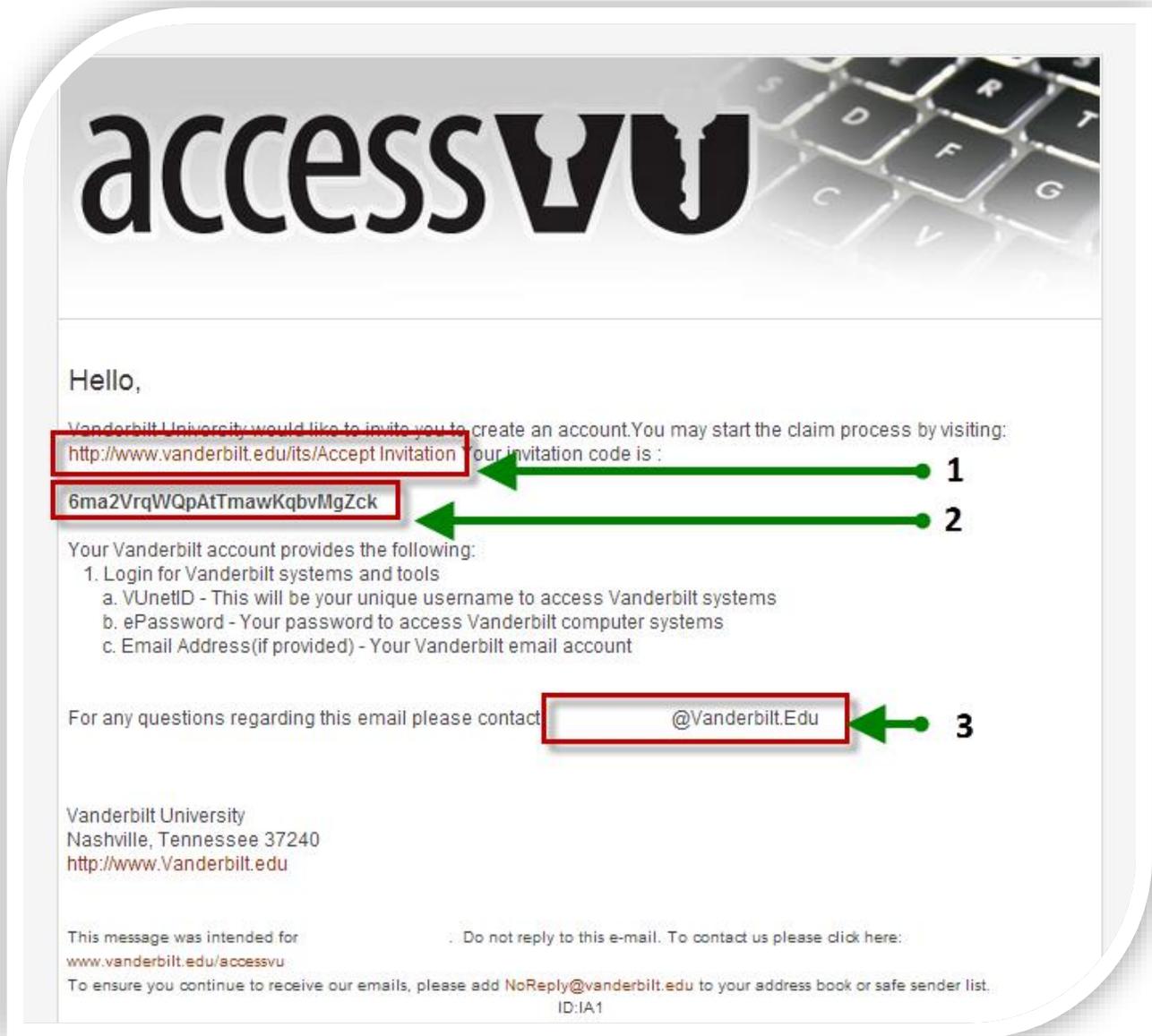


Vanderbilt Account Invitation



Sample Invitation Email

To accept your Vanderbilt Account Invitation click on the link in the email, [http://www.vanderbilt.edu/its/Accept Invitation](http://www.vanderbilt.edu/its/Accept%20Invitation) (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

Welcome to AccessVU - The Vanderbilt Account Registration System

- Go to the Identity Confirmation Tool
- Log into Identity Manager
- Support

Invitation Email Address:

Invitation Code:

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.

Welcome to AccessVU - The Vanderbilt Account Registration System

The Invitation has been validated. Once you have completed the sign-up process, the invitation code will no longer be recognized.

Here is what you will do to set up your VUNetID and ePassword.

- Read and accept the terms of use for the VUNetID (Acceptable Use Policy)
- Enter your identifying information
- Set up password recovery questions
- Create your ePassword

We will walk you through these steps. Just click Continue to get started.

Screen 2 – Account Registration

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

Vanderbilt Account Invitation

The screenshot shows the 'Establishing your Vanderbilt User Account' page. At the top, there is a navigation bar with 'VANDERBILT HOME', 'NAVIGATE VU', 'TOOLS', and 'SEARCH VU'. Below this is a large 'access' logo. The main heading is 'Establishing your Vanderbilt User Account'. The page is divided into sections: I. Introduction, II. Scope, III. Policies, and IV. Disclosures. Section III. Policies includes sub-sections A through G, covering privacy, intellectual property, and other IT-related rules. At the bottom of the page, there is a checkbox labeled 'I accept terms & conditions' and a 'Continue' button.

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

Welcome to AccessVU - The Vanderbilt Account Registration System

Please provide the following information including your legal name. Display name values may be changed later.

Non-Vanderbilt
Email:

First Name *

Middle Name

Last Name *

Phone Number

Screen 4a – Account Registration No Personally Identifiable Information

Welcome to AccessVU - The Vanderbilt Account Registration System

Please provide the following information including your legal name. Display name values may be changed later.

Non-Vanderbilt
Email:

First Name *

Middle Name

Last Name *

Phone Number

SSN (no dashes) *

Date Of Birth
(mm/dd/yyyy) *

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

Welcome to AccessVU - The Vanderbilt University Account Registration System

You will create your ePassword in the next step. But first, we will set up password recovery questions.

Password recovery questions and answers give you a way to create a new password if you forget your existing one. Please provide answers to **three** of the questions below, then click **Continue**.

Question	Answer
What is the name of the teacher who had the most impact on you?	<input type="text"/>
What was the full name of your best friend in elementary school?	<input type="text"/>
What was your first "real" job?	<input type="text"/>
What was your first pet's name?	<input type="text"/>
What was the first vehicle you drove?	<input type="text"/>
What is your most memorable childhood street name?	<input type="text"/>

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

Welcome to AccessVU - The Vanderbilt University Account Registration System

Take care to select a password that you can remember. Do not share your password with anyone.

ePassword 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: ~!@#\$%^&*()_+~=;./[]{}><,./?

Enter Password *

Confirm Password *

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

Welcome to AccessVU - The Vanderbilt Account Registration System

Your Vanderbilt account has been activated. Use your VUnetID, noted below, and password to access services.

VUnetID:

- Login to the Identity Manager
- Support
- Proceed to the Identity Confirmation Tool

Finish

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

