

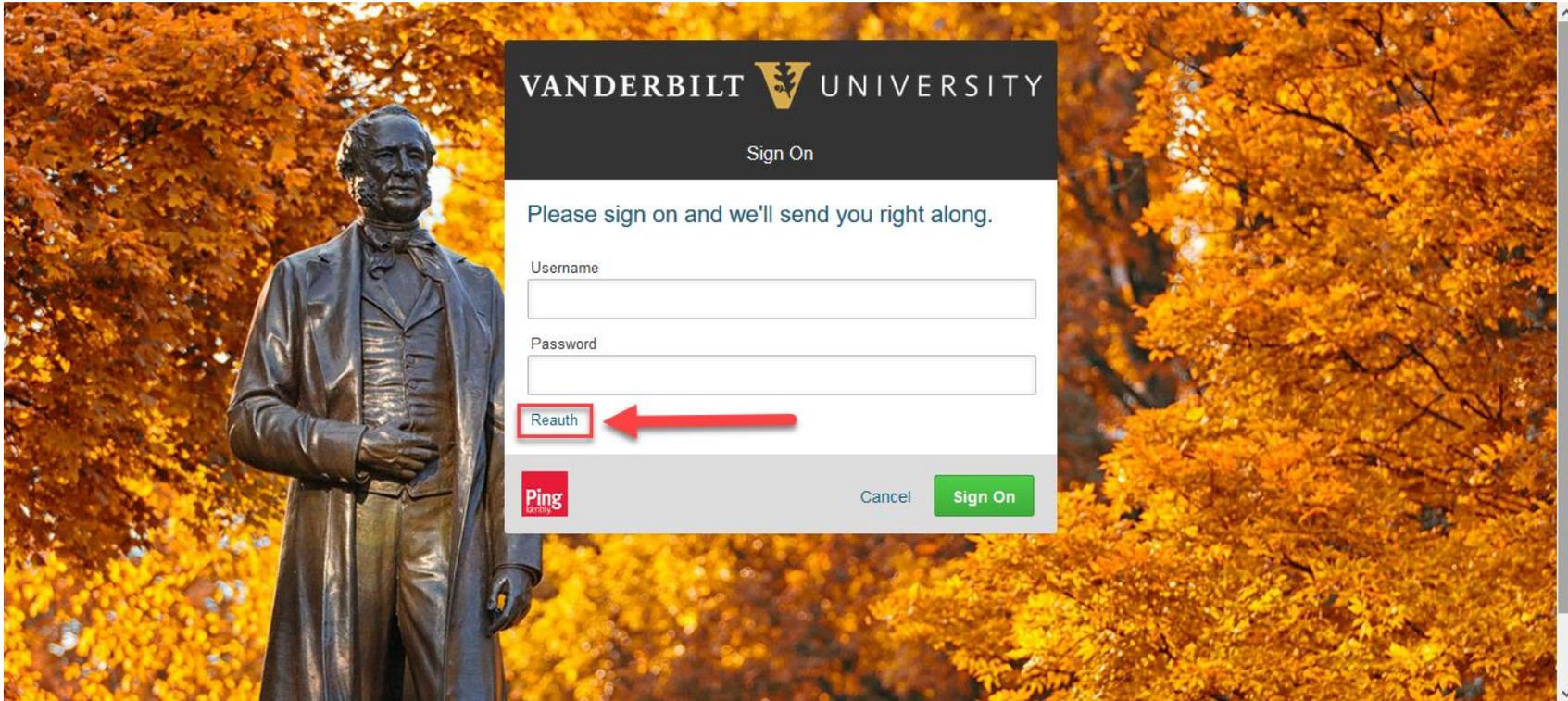
Re-Authorize a Vanderbilt University ID

(VU VUNetID)

VU ID (VU VUNet ID) is the username that permits access for you to all University-related systems (e.g., Brightspace, Online Grading, YES) and will link to your @vanderbilt.edu mailbox.

Note: These instructions are for resetting your password through **Reauthorization** in association with claiming your VU VUNet ID on a desktop computer or laptop. Resetting your password through **Reauth** is different if you choose to do so via a mobile device.

1. Upon clicking the link, you will be asked to log-in (via PING single sign-on). **Do not log in at this point in the process.** Click on “Reauth.”



2. Enter your VUNetID, provided in the email communication, and click “**Continue.**”

Enter VUNetID

VUNetId *

platzda|

Cancel Request

Continue

3. You will be asked for personal information to verify your account. Please note all fields are required and the “Date of Birth” field must be entered as MMDDYYYY, (e.g., 01012018 for January 1, 2018).

The screenshot shows a web form for account verification. At the top, the Vanderbilt University logo is visible. Below it, a yellow header bar contains the text "Provide the following details to verify your account." The form includes a "VUNetId" field with the value "platzda" entered. Below this is a section titled "Enter Reauth Information" which contains four required fields: "First Name", "Last Name", "Last Five SSN", and "Date of Birth (mmddyyyy)". Each of these fields is currently empty. At the bottom of the form, there are three buttons: "Cancel Request", "Back", and "Continue".

4. Please read the Acceptable Use Policy. At the bottom of the page, click the check box to confirm you accept the policy. Click **“Continue.”**

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Read the following conditions and then click the checkbox to continue.

Policy
Acceptable Use Policy:

I. Introduction

The mission of Vanderbilt University is to be a center of scholarly research, informed and creative teaching, and service to the community and society at large. The university upholds the highest standards and is a leader in the quest for new knowledge through scholarship, dissemination of knowledge through teaching and outreach, and creative experimentation of ideas and concepts. In pursuit of these goals, Vanderbilt values most highly intellectual freedom that supports open inquiry, and equality, compassion, and excellence in all endeavors.

To achieve its mission, the university applies substantial financial and personnel assets toward operating a reliable, available, and secure network-computing infrastructure. The mass adoption of digital technologies in the everyday lives of members of our community requires that Vanderbilt establish clear policies that guide how community members may use the university's information technology resources. This Acceptable Use Policy (AUP) communicates the respective policies associated with our role in the Vanderbilt community as students, faculty, staff

The guiding purpose of Vanderbilt in education, and services that enable

A. First and foremost,
B. That the use of information technologies and services
C. That the integrity, reliability

electronic communications. However, because Vanderbilt operates subject to compliance with various federal and state laws and regulations and must be able to enforce its own policies, Vanderbilt must occasionally inspect, preserve and produce records to fulfill legal obligations and to carry out internal investigations. Vanderbilt University reserves the right to obtain copy and convey to outside persons any records or electronic transactions completed using Vanderbilt University information systems in the event it is required by law or institutional policy to do so. Vanderbilt University may also in its reasonable discretion, when circumstances require, obtain and review any records relevant to an internal investigation concerning compliance with Vanderbilt University rules or policies applicable to students, faculty, staff, or to all others granted use of Vanderbilt's information technology resources. Users therefore should not expect that records created, stored or communicated with Vanderbilt information technology or in the conduct of Vanderbilt's business will necessarily be private. Vanderbilt University reserves its right to any work product generated in the conduct of its business.

G. **Locally Specific Policies** Individual units within the University may create additional policies for information resources under their control. These policies may include additional detail, guidelines and further restrictions but must be consistent with principles stated in this policy document. Individual units adopting more specific policies are responsible for establishing, publicizing and enforcing such policies, as well as any rules governing the authorized and appropriate use of equipment for which those units are responsible.

IV. Disclosures

A. All members of the Vanderbilt University community are given notice of this policy by virtue of its publication and are subject to it on the same basis. Ignorance of this policy does not relieve any user of his or her responsibilities under the policy. All users are expected to familiarize themselves with the contents of this policy and act in conformance with these principles regarding any use of the University's IT resources.

B. Due to the rapid nature of change in both information technologies and their applications, the University may amend this policy whenever deemed necessary or appropriate. Users are encouraged to periodically review this policy in order to understand their rights and responsibilities under it.

Click to accept the policy

Cancel Request Back Continue

4. On the following page, you will be able to set a password. Fill in your new password to the “**Password**” field and confirm it in the following. Please note the required criteria for new passwords.

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Provide the following details to reset password.

VUNetId
platzda

Update Password

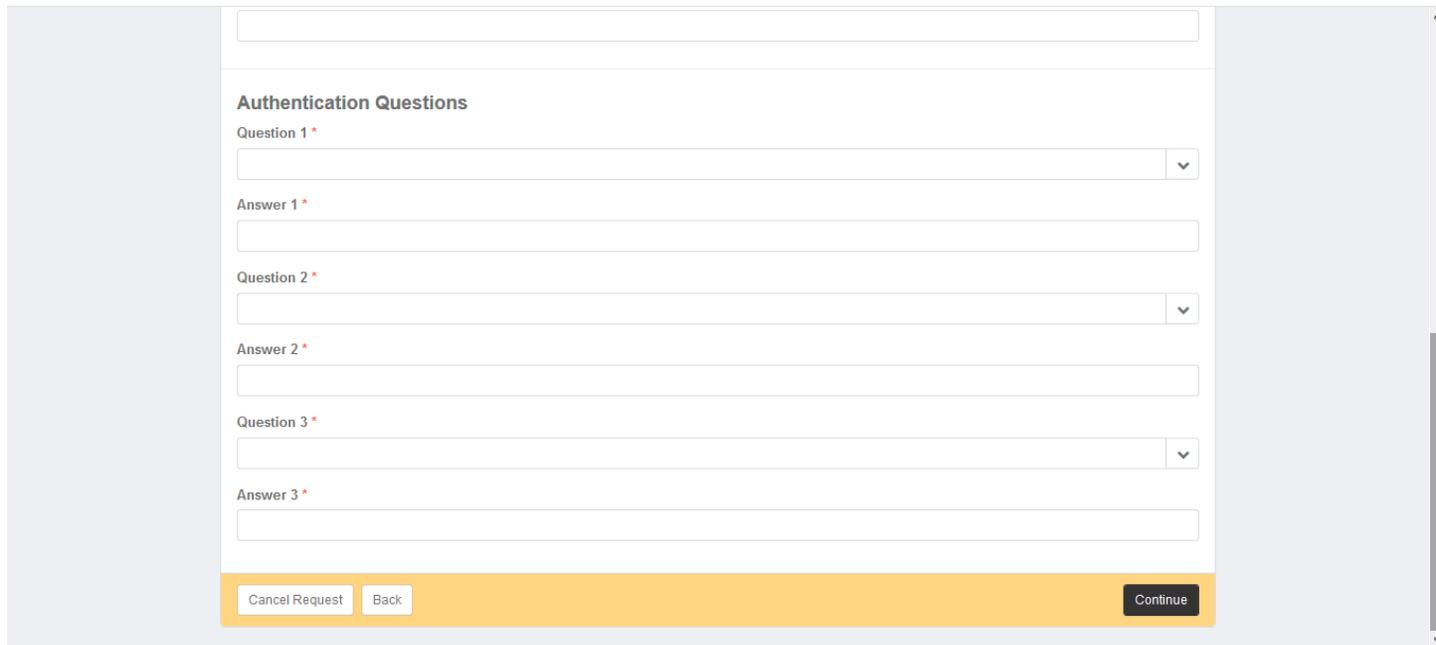
The following criteria is required to set the password:

- Must **not** include VUNETID, first name or last name
- Must **not** be equal to the last 10 passwords
- Must be between 8-16 characters
- Must meet at least 3 of these 4 requirements:
 - At least 1 letter (lowercase)
 - At least 1 letter (uppercase)
 - At least 1 number
 - At least 1 special character (! @ # \$ % ^ & * +)

Password *

Confirm Password *

5. After you have created your password, you will be asked several “Authentication Questions” to provide added security to your account. You must select a question and provide an answer for all three fields. Click “**Continue.**”



The screenshot shows a web form titled "Authentication Questions". At the top, there is an empty text input field. Below it, the section "Authentication Questions" contains three sets of questions. Each set consists of a dropdown menu for the question, followed by a text input field for the answer. The questions are labeled "Question 1", "Question 2", and "Question 3", each with a red asterisk indicating a required field. The answers are labeled "Answer 1", "Answer 2", and "Answer 3", also with red asterisks. At the bottom of the form, there is a yellow bar containing three buttons: "Cancel Request", "Back", and "Continue". The "Continue" button is highlighted in black with white text.

6. The form will change slightly and grey out your answers. Confirm your answers and click “**Submit**” to complete.