

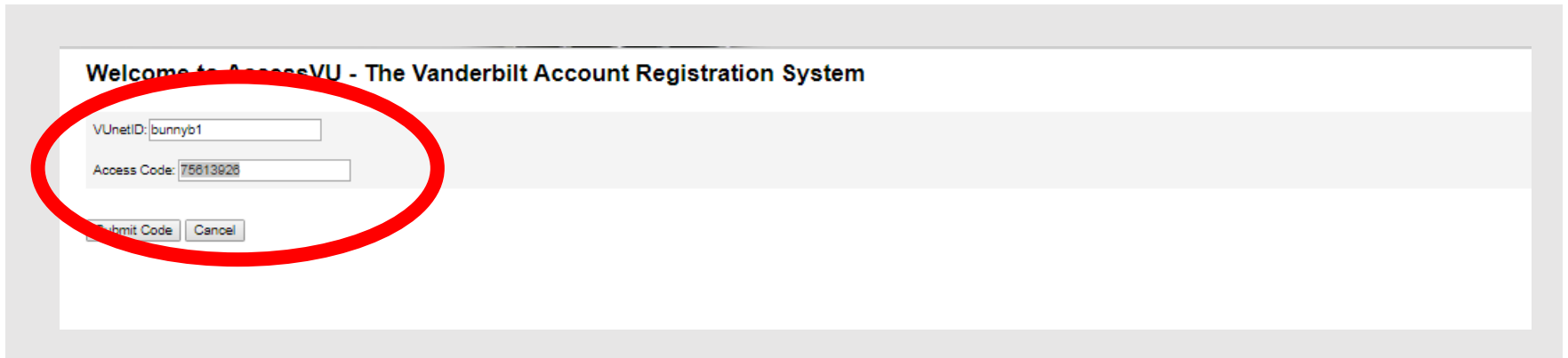
How to claim a Manual Account Creation Account

VANDERBILT  UNIVERSITY
MEDICAL CENTER

Information Technology

To Claim a Manual Account Creation Account

1. Click on the following link for AccessVU:
<https://it.vanderbilt.edu/accessvu/>



Welcome to AccessVU - The Vanderbilt Account Registration System

VUnetID: bunny01

Access Code: 75613926

Submit Code Cancel

Information Technology

2. Read **Acceptable Use Policy**

3. Click **“I certify that I have...”**

4. Click **Continue**

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.

I certify that I have read Vanderbilt University's policy on computer privileges and responsibilities and I agree to abide by this policy.

5. Enter answers to security questions
6. Click **Continue**

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?	Teacher
What was the full name of your best friend in elementary school?	Friend
What was your first "real" job?	Joc
What was your first pet's name?	
What was the first vehicle you drove?	
What was your memorable childhood street name?	

7. Enter **New Password**

8. **Confirm Password**

9. Click **Continue**

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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: ~!@#\$%^&*+()_-=;:/{}|'`~?<.>

VUnetID bunny01

Enter Password *

Confirm Password *

* indicates a required field

10. Click **Finish**

Welcome to AccessVU - The Vanderbilt University Account Registration System

Your Vanderbilt account has been activated. Use the VUnetID below and the password you just created to access your services.

VUnetID: bunnyb1

Account related email from Vanderbilt will be sent to the following address:

Email Address: vumc.it.adi-is@vanderbilt.edu

- [Find Out More About How to Use This Account](#)
- [Go to the Identity Confirmation Tool](#)
- [Login to the Identity Manager](#)
- [Support](#)

Finish