

# Claim your Epic Community Connect Account

- ▶ Click on the link in your invitation email.
- ▶ You should be prompted with this screen.
- ▶ Click **Continue**.



## Community Connect ID Activation

Community Connect ID:

Claim Code:

Continue

# Claim your Epic Community Connect Account – 2 of 10

- ▶ Click **I Accept** once you have read the VUMC Acceptable Use Policy regarding your computer privileges and responsibilities.
- ▶ Do the same after you have reviews the Confidentiality Agreement and the Appropriate Use Principles

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## Community Connect ID Activation

### Acceptable Use Policy

In order to use VUMC systems, you must review and accept the Acceptable Use Policy below.

#### I. Introduction

To achieve its mission, VUMC 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 VUMC to establish clear policies that guide how community members may use VUMC's information technology resources. This Acceptable Use Policy (AUP) communicates the respective policies associated with our role in the VUMC community as students, faculty, staff or other authorized users.

responsibilities under the policy. All Workforce Members are expected to familiarize themselves with the contents of this policy and act in conformance with these principles regarding any use of VUMC's IT resources.

B. Due to the rapid nature of change in both information technologies and their applications, VUMC 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 Accept

I Decline

Now **Enter** and **Confirm** your password.

Follow the requirements to the right when creating your EPIC Community Connect ID account password.

Click **Continue**

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### Community Connect ID Set Password

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

Must be different from your current ePassword.  
Cannot match any of your ten (10) previous ePasswords.  
Cannot contain three (3) consecutive characters from the Community Connect ID.  
Cannot contain the Community Connect ID in reverse.  
The password must not contain any spaces.  
Passwords must match

Community Connect ID: **test**

\* Enter Password:

\* Confirm Password:

[Continue](#)

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- ▶ You cannot reuse your last 10 passwords.
- ▶ Passwords **MUST** CONTAIN:
  - ▶ At least eight (8) characters
  - ▶ Characters from at least three (3) character sets:
    - ▶ Lowercase Letters: abcdefghijklmnopqrstuvwxyz
    - ▶ Uppercase Letters: ABCDEFGHIJKLMNOPQRSTUVWXYZ
    - ▶ Numbers: 0123456789
    - ▶ Special Characters: ~!@#\$%^&\*()\_+~:./[]><?{}</u>
- ▶ Passwords **CANNOT** CONTAIN:
  - ▶ More than 16 characters
  - ▶ Three (3) consecutive characters from the EPIC Community Connect ID
  - ▶ Primary email
  - ▶ Last name
  - ▶ Display name
  - ▶ VUMC ID in reverse
- ▶ Your password will be checked against commonly used terms

# Claim your Epic Community Connect Account

- ▶ You will receive a screen that your password has been set.
- ▶ You will then be prompted with the option to enroll in Multi-Factor Authentication.
- ▶ Multi-factor authentication (MFA) is essential for retrieving or resetting your password and accessing VUMC resources.
- ▶ To ensure uninterrupted access, we recommend enrolling in MFA promptly once you have claimed your account.



## Your Community Connect ID Activation

You have almost finished activating your new Community Connect ID. It is very important that you remember your new Community Connect ID and password. Do not share your password with anyone.

Community Connect ID is: **test**

In order to access various resources, you will also need to sign up for multi-factor authentication (MFA)

Please allow a few minutes for our systems to get updated and click [here](#) to enroll.