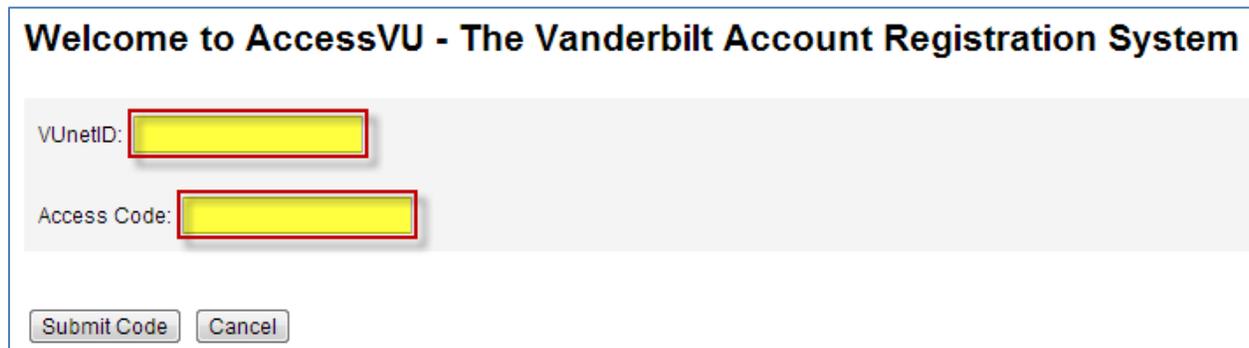


# Vanderbilt MAC Account

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The screenshot shows a web form titled "Welcome to AccessVU - The Vanderbilt Account Registration System". The form has a light gray background and contains two input fields: "VUnetID:" and "Access Code:". Both input fields are highlighted with a yellow background and a red border. Below the input fields are two buttons: "Submit Code" and "Cancel".

*Screen 1 – MAC Account Claim*

To claim your MAC account your VUnet Services Administrator (VSA) must first provide you with your VUnetID and Access Code. To begin enter:

- VUnetID
- Access Code
- Click on, "**Submit Code**"



# Vanderbilt MAC Account

## Welcome to AccessVU - The Vanderbilt University Account Registration System

You will create your E-Password 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 3 – MAC Account Claim (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, "**Continue**" when the three preferred questions have been answered

# Vanderbilt MAC Account

**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: ~!@#\$%^&\* ()\_+ -= ; . / [ ] { } > < , . / ?
- Must be different from your current ePassword.
- Cannot match any of your ten (10) previous ePasswords.
- Cannot contain three (3) consecutive characters from the VUnetID.
- Cannot contain the VUnetID in reverse.

VUnetID

Enter Password \*

Confirm Password \*

**Screen 4 – MAC Account Claim (Create 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 MAC Account

**Welcome to AccessVU - The Vanderbilt Account Registration System**

Your Vanderbilt services have been activated. Use the VUnetID below and your ePassword to access your services.

VUnetID:

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

\*\*\* Your account has been marked for pending student or employee affiliation. \*\*\*

You are almost done setting up your Vanderbilt account! Please continue to the Identity Confirmation Tool to complete the setup process.

**Identity Confirmation Tool**  
\*Please allow 60 seconds for account updates to complete.

**If you are presented with the Identity Confirmation option you must continue to the next screens in order to complete your account creation.**

*Screen 5 – MAC Account Claim (Confirmation Screen)*

# STOP!

Take a moment and note the information provided:

- **VUnetID** – This is your username to access many Vanderbilt systems
- **Email** – If you were granted a Vanderbilt email address it will be noted here
- **Proceed to the Identify Confirmation Tool (See Additional Directions Below)** – If this link is available to you the administrator requires that you proceed to the next step and provide your Date of Birth (DOB) and Social Security Number (SSN); this is not required for all accounts

NOTE: An email will be sent to you with:

- VUnetID
- ePassword Recovery Link
- Vanderbilt Email Address

My screen doesn't look like this?

- **No Email** – The administrator who created your account did not provide you with a Vanderbilt email address. If you believe this is an error contact the user who sent you the invitation email (item 3 in the Sample Invitation Email).
- **No Identity Confirmation Tool** – If the option to provide Identity information is not available your administrator did not require the information. If you believe this is an error contact the user who sent you the invitation email (item 3 in the Sample Invitation Email).

## Proceed to the Identify Confirmation

If this option is present you must proceed to the identity confirmation tool in order to finalize your account. There is an approximately sixty (60) second lag between the time you create your account and the time it takes for the identity confirmation tool to process your data.

# Vanderbilt MAC Account

VANDERBILT UNIVERSITY

VANDERBILT HOME NAVIGATE VU TOOLS SEARCH VU

# accessVU

## Login

User Name

Password

submit

Or login with:

facebook Gmail by Google Windows Live

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Site Design: University Web Communications

### *Identity Confirmation Tool – Login Page*

Using your VUNetID and ePassword (screen 7) login to the Identity Confirmation Tool.

- **NOTE** – There is an approximately sixty (60) second lag, between the time you create your account and the time it takes for the identity confirmation tool to process your data.

# Vanderbilt MAC Account

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## Enter Identity Information

Welcome . Please enter your Identity information.

Enter First Name\*:

Enter Middle Name:

Enter Last Name\*:

Enter SSN\*:

Enter Date Of Birth\*:

**Identity Management – Screen 1**

Once you are successfully logged in enter your PII information. You must enter all of the following data:

- First Name – Full legal first name
- Middle Name – Full legal middle name
- Last Name – Full legal last name
- SSN – Full social security number; must be entered as a single string of digits
  - *Example:* 123456789
- Date of Birth – Full date of birth; must be entered as MM/DD/YYYY
  - *Example:* 01/01/1900

When complete click on, “**Confirm**”

# Vanderbilt MAC Account

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**Enter Identity Information**

**Please confirm the below request:**

Previous First Name:

Previous Middle Name:

Previous Last Name:

**New Changes**

First Name:

Middle Name:

Last Name:

SSN:

Date Of Birth:

**Please note that upon successful saving the Identity information, you will be logged out of the tool.**

## *Identity Management – Screen 2*

On Screen 2 you will be presented with a confirmation screen. Double check and ensure that all information is entered is correct. When you are certain that the information is correct click on, “**Confirm**”.

After you have confirmed your information you will be presented with a logout screen. At this point your account creation process is complete and you need take no further action.