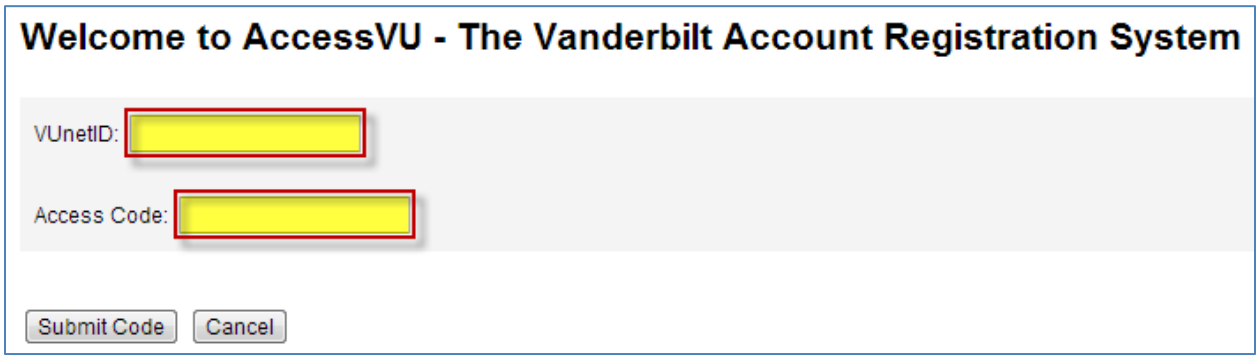
Vanderbilt MAC Account

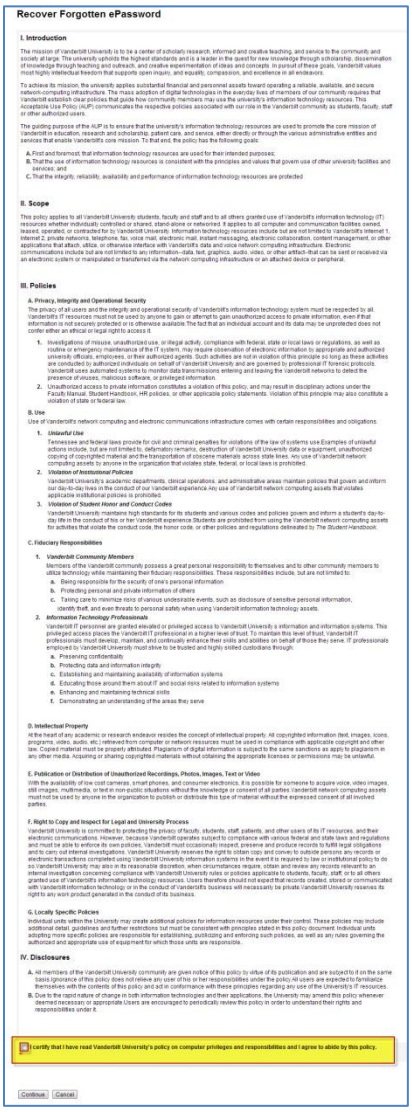


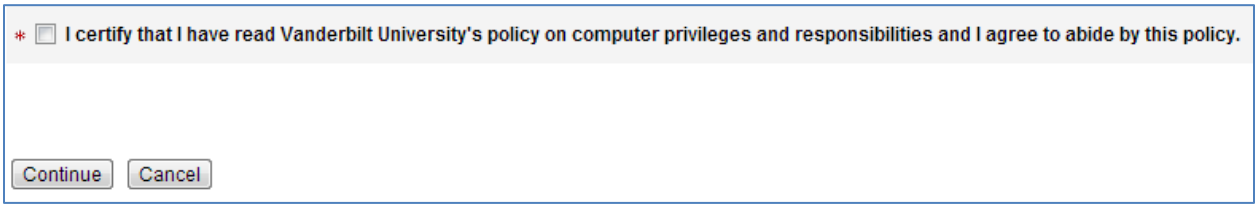
Screen 1 – MAC Account Claim

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

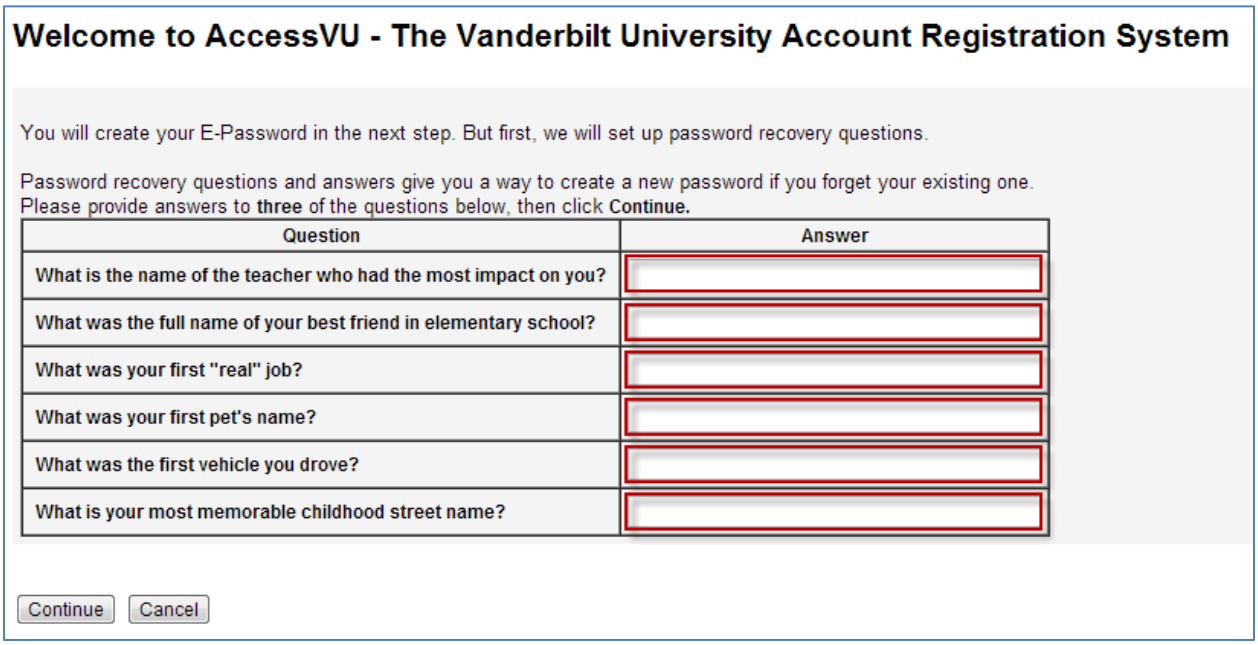




Screen 2 – MAC Account Claim (Acceptable Use Policy)

All Vanderbilt VUnetID account users must accept the Acceptable Use Policy. Read the policy, if you accept:

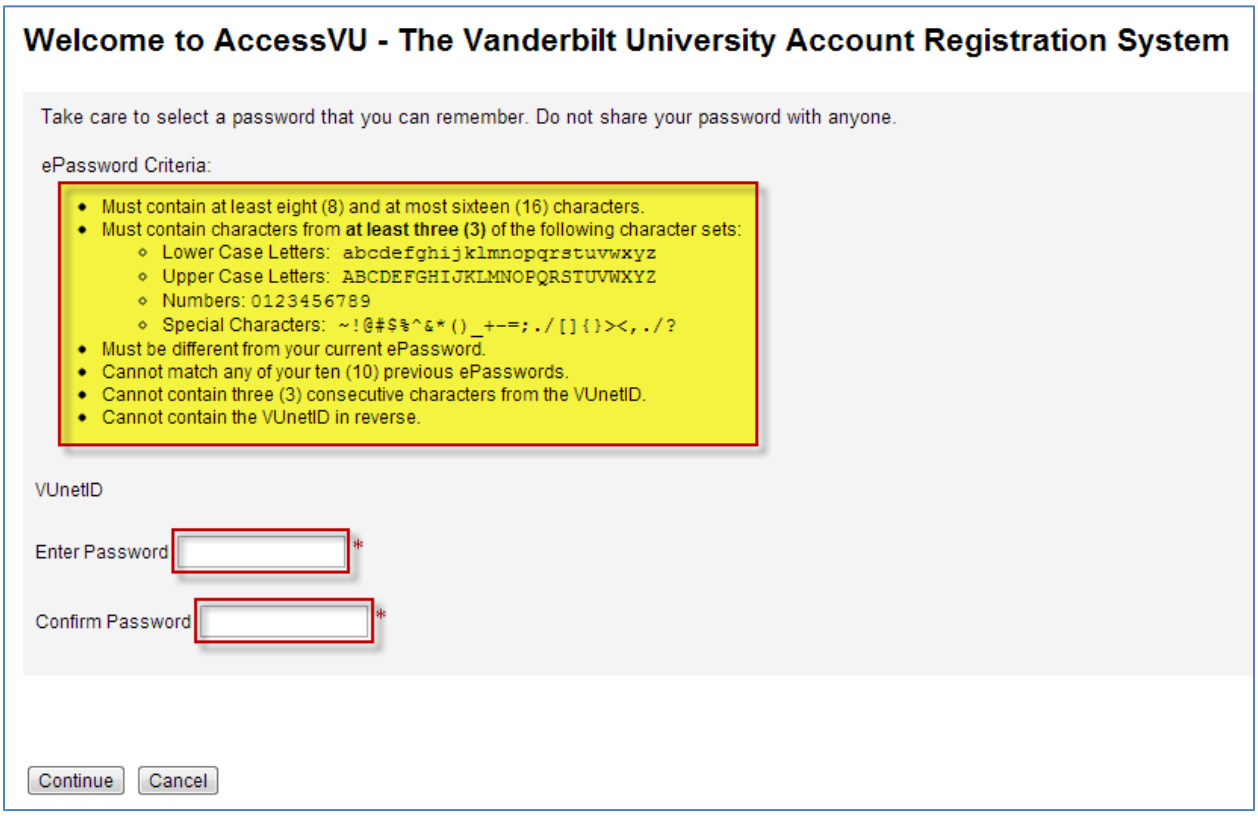
- At the bottom of the page click in the checkbox beside, "I certify that I have read Vanderbilt University's policy on computer privileges and responsibilities and I agree to abide by this policy."
- Click on, "**Continue**"



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



Screen 4 – MAC Account Claim (Create ePassword)

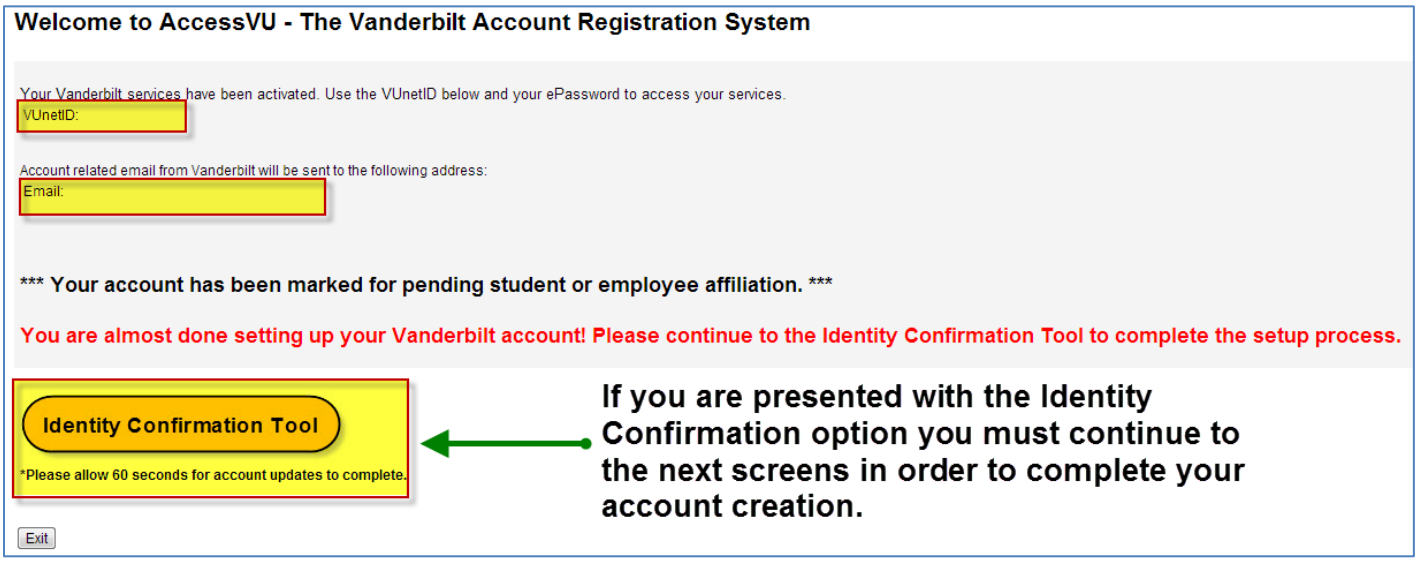
Create a password based on the following criteria:

- 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



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

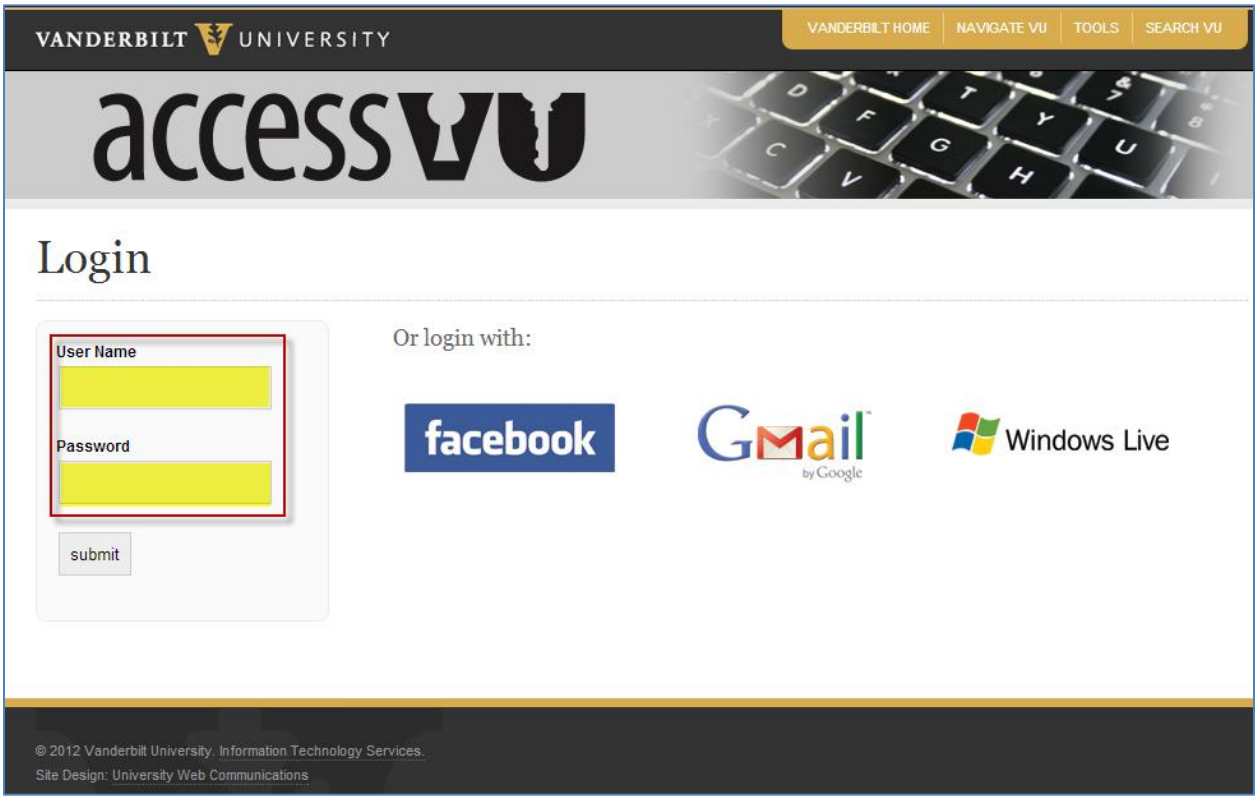
My screen doesn't look like this?

- **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.

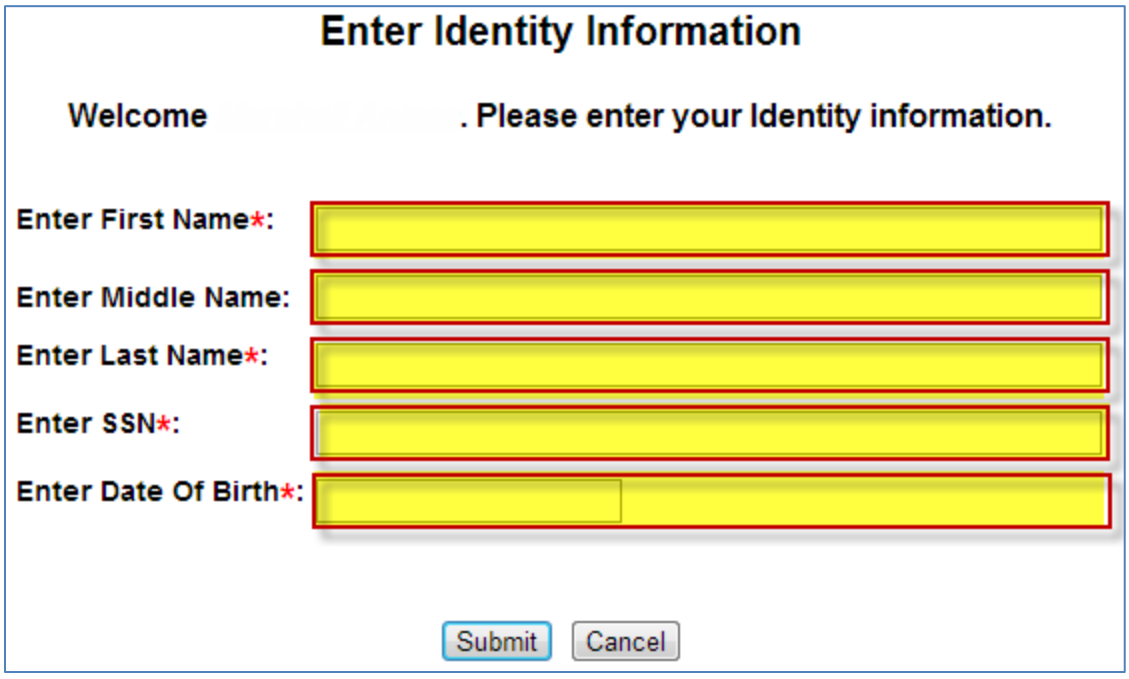
Vanderbilt MAC Account



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.

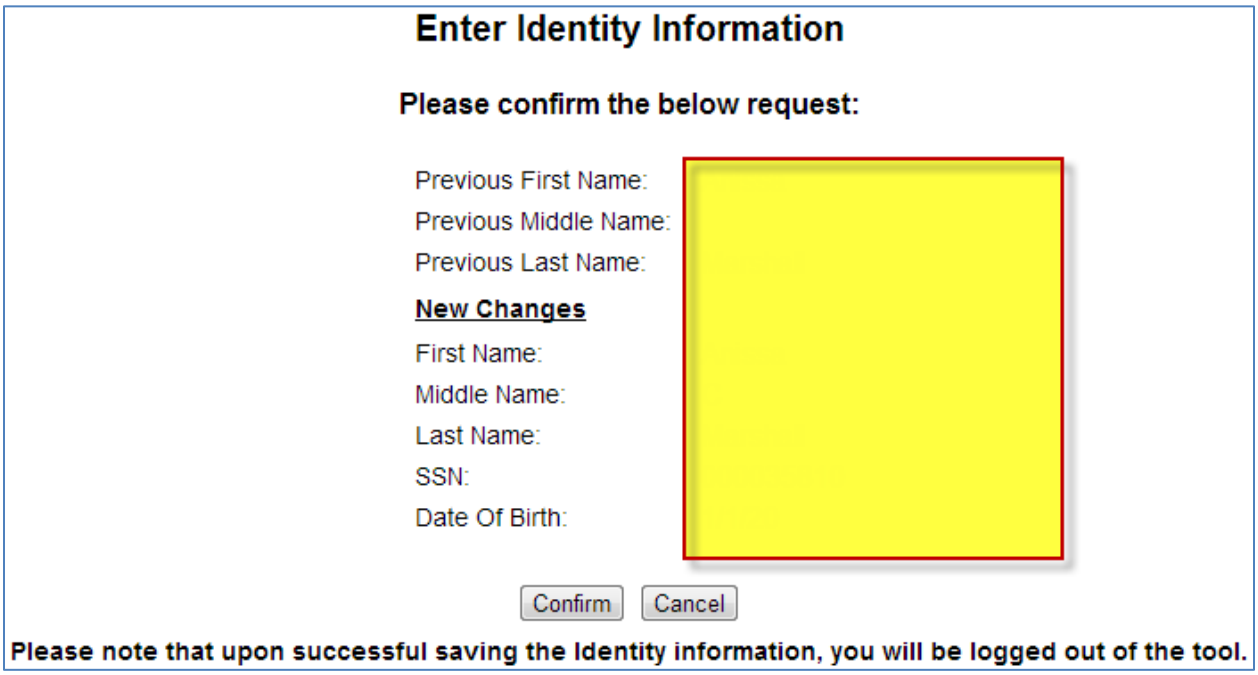


Identity Management – Screen 1

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**"



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.