Re-Authenticate Vanderbilt Account

**Screen 1 – Re-Authenticate**

In the space provided enter your VUnetID then click on “Continue”

**Screen 2 – Re-Authenticate**

Steps to recovering ePassword or resetting account, when ready click on, “Continue”
Screen 3 – Re-Authenticate (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”
Enter the following account information:

- **Full First Name** – As entered when the account was created
- **Full Last Name** – As entered when the account was created
- **Last Five Digits of SSN** – Enter the last five digits of the social security number
- **Confirm Last Five Digits of SSN** – Reenter the last five digits of the social security number
- **Date of Birth** – Enter the date of birth
Re-Authenticate Vanderbilt Account

Screen 4 – Re-Authenticate (Set ePassword 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
Re-Authenticate Vanderbilt Account

Recover Forgotten ePassword

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:** abcdEFGHIJKLMNPQRSTUvwxyz
  - **Upper Case Letters:** ABCDEFGHIJKLMNPQRSTUvwxyz
  - **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: marshac4

* Enter Password

* Confirm Password

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:** abcdEFGHIJKLMNPQRSTUvwxyz
  - **Upper Case Letters:** ABCDEFGHIJKLMNPQRSTUvwxyz
  - **Numbers:** 0123456789
  - **Special Characters:** ~!@#$%^&*()_+-=;[]{}/

Create your ePassword:

- Enter your Password
- Confirm your Password
- Click on, “Continue”
Re-Authenticate Vanderbilt Account

You have successfully created a new ePassword and password recovery questions. Please click Finish.

Your account has been successfully re-authenticated click on, “Finish” to exit the process.