Establish Your Vanderbilt Student Account

Hello,

Vanderbilt University would like to invite you to create a Vanderbilt User Account. This account is used to access student services including: class registration, access to academic information, request transcripts, housing registration (undergraduates only), etc. You may start the claim process by visiting:

http://www.vanderbilt.edu/its/AcceptInvitation

If the above link does not work copy and paste the following link into your browser: https://prod.its.vanderbilt.edu/apps/4/studentclaim and enter the requested information.

VUnetID:
Invitation Code:
This code expires on:

Or

You may visit AccessVU Homepage at http://www.vanderbilt.edu/accessvu/new/ and click on the Claim Student Invitation button.

If you already have a VUnetID, please do not continue with the claim process and email university.registrar@vanderbilt.edu.

Please send questions regarding this email to university.registrar@vanderbilt.edu.

Screen 1 – Invitation to Vanderbilt email

To begin the account claim process, click on the link in the, “Invitation to Vanderbilt” email
Screen 2 – Establish Your Vanderbilt User Account

Your VUnetID and Access Code should prepopulate. If the information does not populate reference the email and enter the information on screen. Once complete click on, “Continue”.
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**Screen 3a – Welcome to Vanderbilt**

SCREEN 3a Welcome to Vanderbilt: If you receive the Welcome to Vanderbilt screen your account was found in the system and you can continue the process to finalize your account. Click on, “Continue” to proceed.

**Screen 3b – Account Not Found**

SCREEN 3b Account Not Found: If you receive the Account Not Found screen, may not have finished processing or the details entered may not be correct. You can click the, “Go Back” button to retry your details.

**Screen 3c – Existing VUnetID Account Found**

SCREEN 3c Existing VUnetID Account Found: If you receive the Welcome Back! screen, our records indicate that you have an existing VUnetID account. Follow the onscreen directions for assistance with restoring your former account.
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Screen 4 – Account Registration (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 accept terms & conditions” if you agree.
- Click on, “Continue”
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Screen 5 – Account 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
Establish 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”
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Screen 7 – Email Delivery Information

On this screen, information related to the email account provisioned for you is noted.

**PLEASE NOTE:** Your new Vanderbilt email address is provided on this screen. All future emails from Vanderbilt will be sent to this address.

Your account creation is now complete.