Claiming Your VUNetID and E-Password
Follow these steps to claim your VUnetID and E-Password:

1. Open this link in your web browser:
   https://jprod.its.vanderbilt.edu/apps3/idm/user/anonProcessLaunch.jsp?id=vuTabClaimAccount
   WF. Tab 1, Welcome, displays.

2. Read the text—a walk-through of the process—and then click Continue.
3. Read through the policy and, if you agree to the terms, click the checkbox next to **I certify that I have read Vanderbilt University's policy on computer privileges and responsibilities and I agree to abide by this policy.** Next, click Continue.
Tab 3, Establish Identity, displays.

4. Enter the requested information and click **Continue**.
Tab 4, **Eligibility**, displays (assuming you are eligible to claim an account and properly entered your identification information.).

5. Click **Continue**.
6. Choose three of the recovery questions and enter answers for them.

Notes:
- Answers are not case-sensitive.
- Each answer must be unique.
- Be sure to pick questions you can readily answer. The answers are required if you need to reset your password in the future.

After entering answers to three questions, click **Continue**.
7. Enter a password in the **Enter Password** field and then enter it again in the **Confirm Password** field.

**Note:** The password must meet these criteria:
- contain at least eight (8) characters
- contain no more than sixteen (16) characters
- contain characters from at least 3 of the following character sets:
  - 1. abcdefghijklmnopqrstuvwxyz
  - 2. ABCDEFGHIJKLMNOPQRSTUVWXYZ
  - 3. 0123456789
  - 4. ~!@#$%^&*()_+\-\=;'./\["]\{}><,./?
- must be different from your current E-Password.
- cannot match any of your 10 previous E-Passwords.
- cannot match any other current network password you may have.
- cannot contain 3 consecutive characters from the VUnetID.
- cannot contain the VUnetID in reverse.

After entering your password, click **Continue**.
8. The **Finish** screen confirms that you have successfully enabled your VUnetID and E-Password. Be sure to remember both as you will use them to log into many Vanderbilt systems.

    Click the **Finish** button to complete the claiming process.