




Faculty/Staff: Activate Account/Reset Password

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 =Shortcut  =Advice  =Caution

Your Towson U Account

Your Towson U account provides you with:

- Login access to any campus computer
- Access to your Towson U Outlook E-mail
- Access to Online Services for pulling information out of the PeopleSoft database program
- Access to Blackboard for Online courses

Activate Your Account

1. Launch a web browser and navigate to <http://www.towson.edu/accounts>
2. Scroll to and locate the **Activate Your NetID** hyperlink under the **Faculty/Staff NetID (Account) Management Tools** section of the webpage (Fig 1, 1).
3. The **Activate Your NetID (Step 1 of 3)** screen will appear (Fig 2).

Process Summary

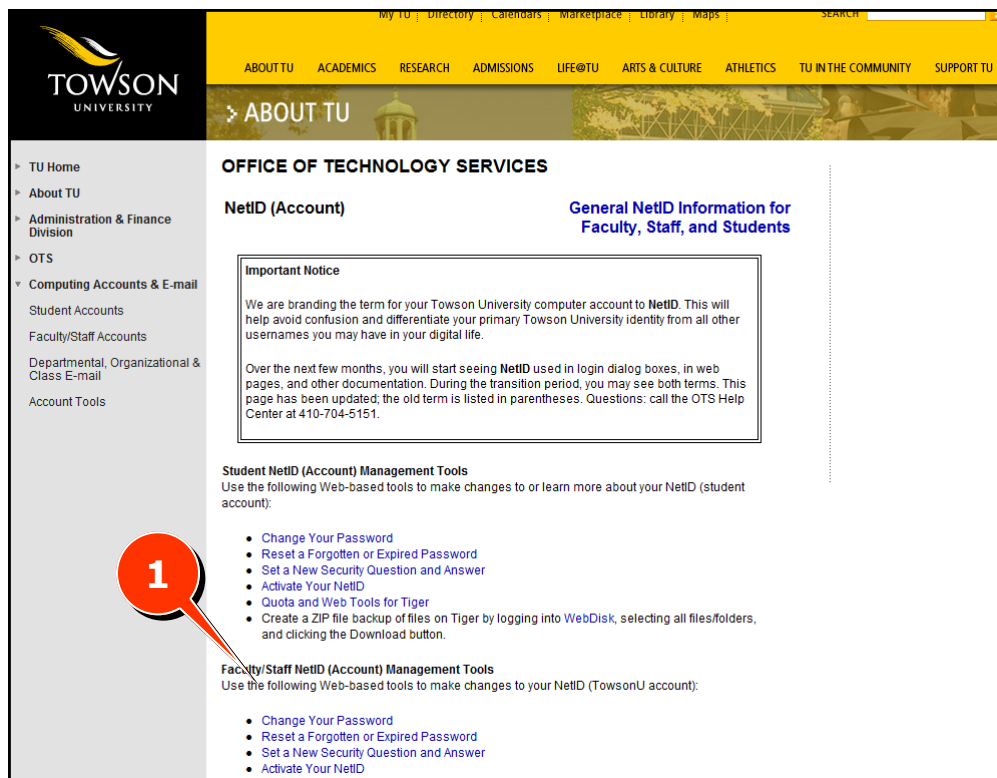
Activate Your Account

1. Log in to Towson Online Services.
2. Choose Activate Your Account.
3. Verify Your Identity.
4. Create a Password.
5. Get your Username and E-mail address.

Change Your Password

1. Log in to Online Services.
2. Choose Forgot Your Password.
3. Verify Your Identity.
4. Choose Your Password.

Figure 1



The screenshot shows the 'OFFICE OF TECHNOLOGY SERVICES' page. Under the 'NetID (Account)' heading, there is a link for 'General NetID Information for Faculty, Staff, and Students'. Below this, an 'Important Notice' box states that the university is branding its computer account as 'NetID'. Underneath, there are two sections: 'Student NetID (Account) Management Tools' and 'Faculty/Staff NetID (Account) Management Tools'. A red callout bubble with the number '1' points to the 'Activate Your NetID' link in the Faculty/Staff section.

- Select your affiliation from the **Choose your NetID Type** radio buttons (Fig 2, 1).
- Type your Last Name in the **Last Name** field (Fig 2, 2).

Figure 2

- Type your last 4 digits of your Social Security Number or your 7-digit TowsonID number in the **Last 4 digits of Social Security Number or 7-digit TowsonID Number** box (Fig 2, 3).

★ Your TowsonID number is the last 7-digits of your TU One Card (Fig 3, 1)

Figure 3

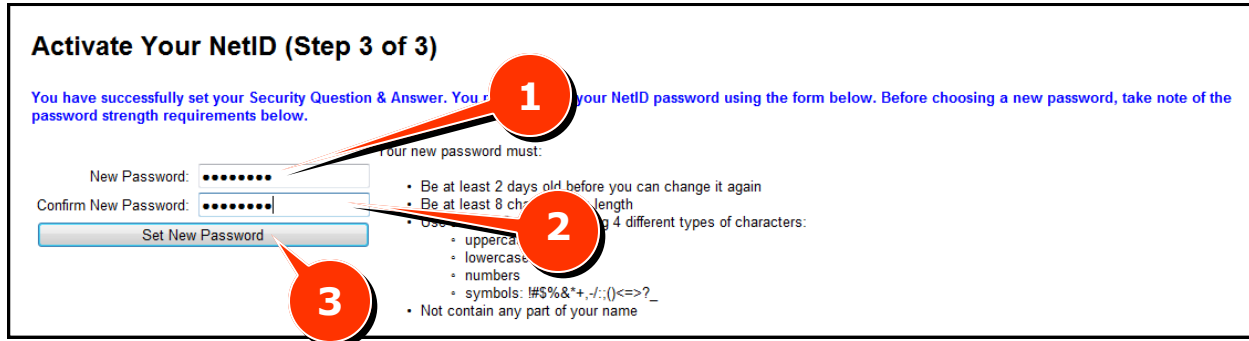
- Type your date of birth in the **Date of Birth** fields (Fig 2, 4).
- Click the **Confirm My Identity** button (Fig 2, 5).
- The **Activate Your NetID (Step 2 of 3)** screen will appear (Fig 4).
- In the **Choose Question** drop down box, select a Security Question to be used in the event that you forget your password (Fig 4, 1).
- Type an answer in the **Set Answer** field (Fig 4, 2).
- Click the **Set Security Question** box (Fig 4, 3).



Figure 4

13. The **Activate Your NetID (Step 3 of 3)** screen will appear (Fig 5).

Figure 5



14. Type a password in the **New Password** field (Fig 5, 1).

Your new password must follow these guidelines:

- Be at least 2 days old before you can change it again
- Be at least 8 characters in length
- Use at least 3 of the following 4 different types of characters:
 - uppercase letters
 - lowercase letters
 - numbers
 - symbols
- Not be an incremental change from a previous password (for example, you cannot use "Password45" after "Password44")



Make note of your password, you will be given your username and be expected to remember your password.

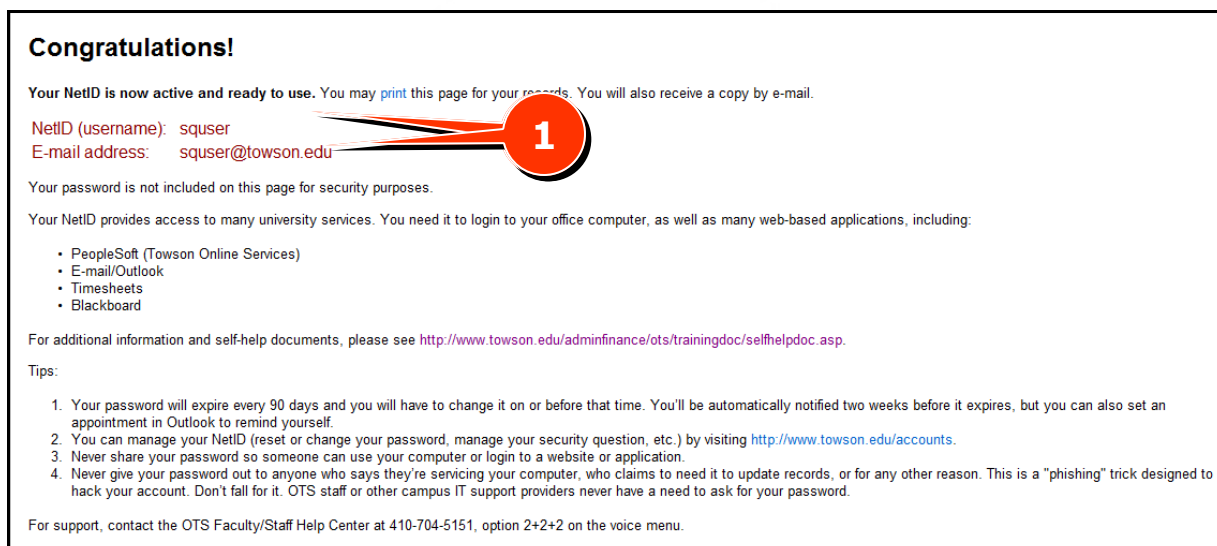
8. Type the new password again in the **Confirm New Password** field (Fig 5, 2).

9. Click on **Set New Password** (Fig 5, 3).

10. The **Congratulations** screen will appear with your new **NetID** and **E-Mail address** (Fig

11. You will be given your Towson U account Username and E-mail (Figure 6, 1).

Figure 6

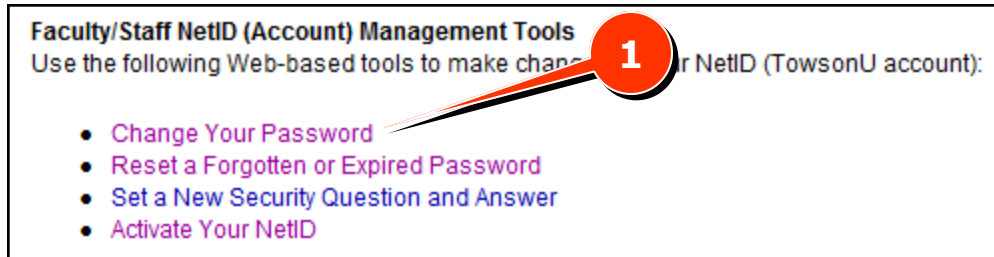


Change Password

If you need to change your password or have forgotten it you can reset it:

1. Launch a web browser and navigate to <http://www.towson.edu/accounts>
2. Scroll to and locate the **Change Your Password** hyperlink under the **Faculty/Staff NetID (Account) Management Tools** section of the webpage (Fig 7, 1).

Figure 7



3. The **Change Your Faculty/Staff Password** screen appears (Fig 8).
4. Type your NetID (Username) in the **NetID (Username)** field (Fig 8, 1).
5. Type your current password in the **Current Password** field (Fig 8, 2).
6. Type your new password in the **New Password** field making sure to follow the same password guidelines as previously set (Fig 8, 3).
7. Re-type the password in the **Confirm New Password** field (Fig 8, 4).
8. Click the **Change Password** button to update your new password (Fig 8, 5).
9. If successful, you will be presented with a **Success** screen informing you that your new password is now in effect.

Figure 8

Change Your Faculty/Staff Password


To keep your NetID secure, the University requires that you change your password no less frequently than every 90 days. If it has been 3 months since your last change or you simply want the peace of mind that comes with a new password, use this page to make the change. This web page can be used by faculty, staff, server administrators and vendors. If you do not remember your current password, click [Reset Your Password](#). You may also return to the [Manage My NetID](#) page.

NetID (Username): New Password:

Current Password: Confirm New Password:

Your new password must:

- Be at least 2 characters before you can change it again
- Be at least 8 characters in length
- Use at least 3 of the following 4 different types of characters:
 - uppercase letters
 - lowercase letters
 - numbers
 - symbols: !#\$%&*+,-./:;<=>?_
- Not be an incremental change from a previous password (for example, you cannot use "Password45" after "Password44")
- Not contain any part of your name
- Not be one of your last 10 passwords

 You will need to log off all systems and log back in with the new password to have full access to TU Systems.