




# Faculty/Staff: Activate Account

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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

**Process Summary**

**Your Towson U Account  
Activate Your Account  
Set Your Security Question**

### Activate Your Account

1. Open your Web browser.
2. Navigate to the Faculty/Staff Web portal:  
<http://inside.towson.edu>
3. Scroll down to the category **Computing and Technology** (Fig 1, 1).
4. Click the **Activate your TowsonU Account** button.
5. Verify your identity (Fig 2) by entering:
  - \*Your Last Name
  - \*Birthdate
  - \*TU ID: This can be found on the top of the document given to you from HR during the New Hire session (Fig 3), or find the last 8 digits on your OneCard and drop the final number. This is your 7 digit TU ID (Fig 4,1).
  - \*Last 4 Digits of Your Social Security Number

Figure 1

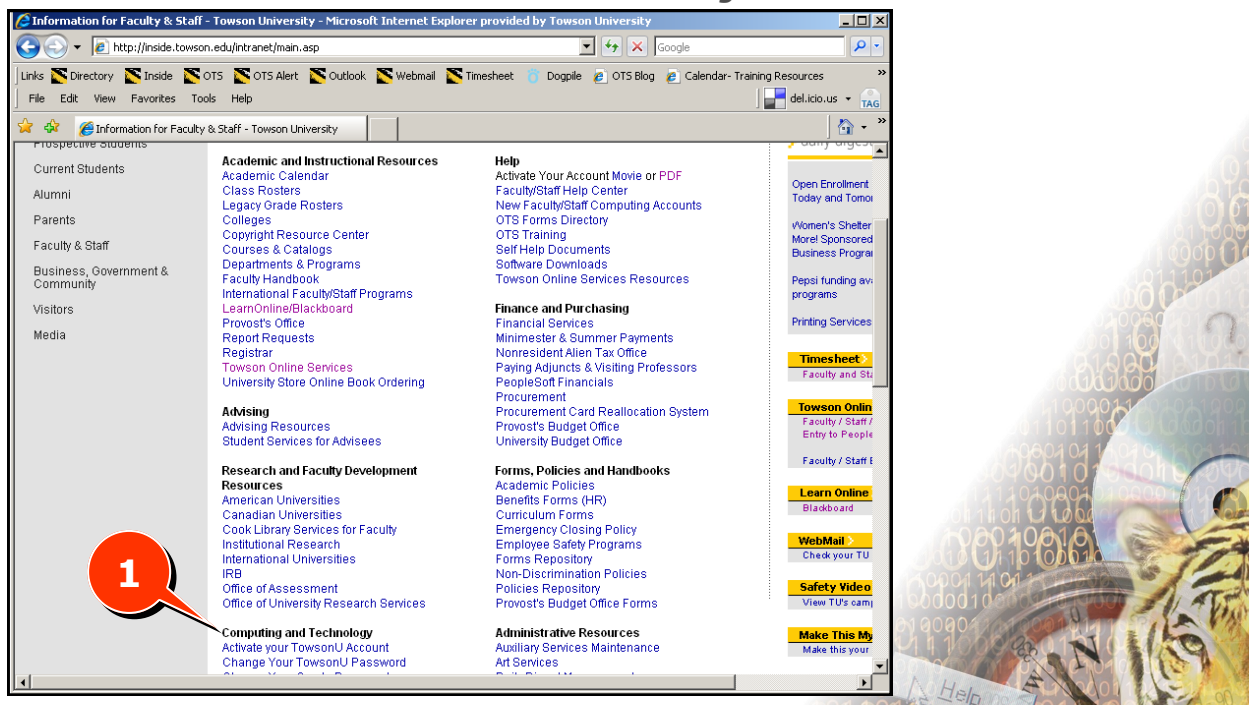


Figure 2

**Activating Your Account: Step 1**

**Identify Yourself**

We need the following information to establish your identity. This is a secure site, and your information will be encrypted.

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Last Name:

Last 4 Digits of Your Social Security Number:

TowsonID Number\*:

BirthDay: Month:  Day:  Year: 19

Figure 3

Name \_\_\_\_\_ TU ID# \_\_\_\_\_

**Towson University User Accounts**  
Activating Your Account

**Activating Your Account**

1. Open your Web browser.  
2. Log in to Online Services: <http://inside.towson.edu> (Figure 1, 2).

Figure 4



6. Choose **Next** (Figure 2, 1).
7. **Type your password** (Fig 5,1).
8. **Type your password again** to confirm it (Fig 5, 2).

Your new password must follow these guidelines:

- 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 be one of your last 5 passwords

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

8. Click **Next**.

Figure 5

- 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 be one of your last 5 passwords

Once successfully set, there may be a slight delay for the new password to take effect.

Type your desired new password below twice.

New Password:

Confirm New Password:

Red callouts: 1 points to the first password field, 2 points to the confirm password field.

### Set Your Security Question

In the event that your password expires or you forget your password, the Faculty/Staff Help Center will ask you to answer your security question. Once you answer the security question correctly, you will be able to manage your account online.

1. **Select your security question** from the dropdown list (Fig 6, 1) or **type your custom question** in the box provided (Fig 6, 2).
2. **Enter your answer** in the box provided (Fig 6, 3).
3. Click **Next**.
4. The Congratulations page appears confirming your account is now active and ready to use. **Print** this page for your records by selecting **File > Print** and clicking **OK**.


 If you have any difficulty with activating your account, please call the Faculty/Staff Help Center at 410-704-5151.

Figure 6

## Set Your Security Question and Answer

In the event that (1) your password expires, or (2) you forget your password, we will ask you to answer your security question. Once you answer the security question correctly, you will be able to manage your account online.

You can choose from a list of questions in the drop-down box, or create a custom question.

Question:

Custom question:

Answer:

Red callouts: 1 points to the question dropdown, 2 points to the custom question field, 3 points to the answer field.