



# Activating Your Student Account

## Using Towson University's Web-based Account Activation System

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=Shortcut =Advice =Caution

### Your Student Account

The University issues each student an *account*—a username and password—on the TowsonU domain. With their accounts, students may:

- Log in to any campus computer
- Access their e-mail on the mail server Tiger
- Save files to and retrieve files from their network storage space on Tiger
- Access Online Services for course registration and other matters of academic business
- Access LearnOnline (Blackboard) to participate in the online components of their courses

### Activate Your Account

As a new TU student, you will only need to activate your account once. It will then remain active as long as you continue to enroll in classes. To activate your account:

1. Launch your Web browser and open [students.towson.edu](http://students.towson.edu).
2. Click the link beneath the **Towson Online Services** header to open the Online Services secure login page.
3. Choose the **Activate Your Account** link in the box labeled For Students.
4. Read the activation welcome message and click the **Start** button to continue.
5. Identify yourself by entering your last name, the last four digits of Your Social Security Number, TowsonID\* number, and birth date.

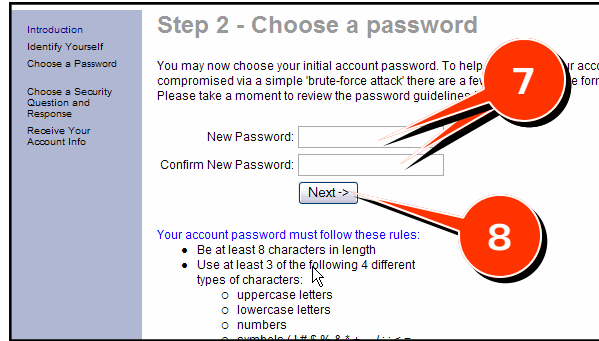
\*Your TU ID is embedded in the number above the barcode on your OneCard (ID card). Digits 7-13 comprise your TU ID (illustrated below). You might also find it at the bottom of your Offer of Admissions letter. If you don't have a Social Security number, contact the office through which you were admitted (e.g., International Admissions) for the appropriate 4-digit code to enter here. You are also welcome to contact Student Computing Services at 410-704-5151 for advice.

6. Click **Next->** to continue.

- Devise a password which adheres to the posted guidelines (reflected below) and enter it in both the **New Password** and the **Confirm New Password** boxes.

Your new password must:

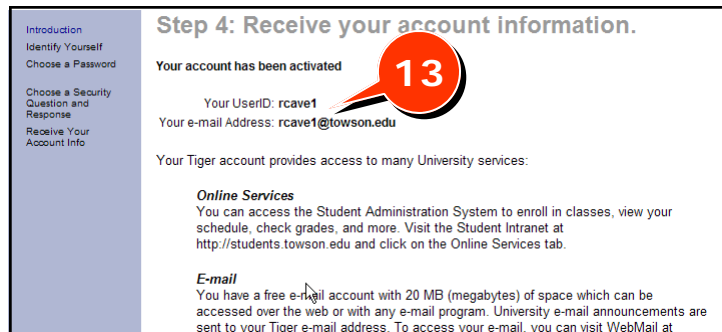
- Be at least 8 characters in length
- Use at least 3 of the following 4 different types of characters:
  - uppercase letters
  - lowercase letters
  - numbers
  - symbols
- Not be an incremental change from a previous password (for example, you cannot use "Password45" after "Password44")
- Not be one of your last 5 passwords



- Click **Next->** to proceed to the Security Question step.
- From the Question list, select a question or select Create a Custom Question.
- If you selected Create a Custom Question, enter the question in the box labeled Custom question.
- In the box labeled Answer, enter the answer to either the preset question you selected or the custom question you created.



- ★ Should you ever forget your password, you will be able to reset it yourself via the Web by adequately identifying yourself (as you did in Step 5 above) and providing the correct answer to your security question when prompted. Notwithstanding this capability, you will always have the option to visit Student Computing Services (Cook Library, Room 35) **with a photo ID** to reset your password in person.



- Click the **Next->** button to proceed to the final step
- Note your UserID (username) and e-mail address for future reference. You may even want to print this page, **just be sure that you don't write your password or any other identifying information on the printout.**
- Close your browser window to complete the procedure.

