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 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.

Faculty/Staff NetID Tools
The tools below are available to faculty, staff, retirees, and faculty emeritus. Contact the Faculty/Staff Help Center for additional assistance.

- Change Your Password
- Reset a Forgotten or Expired Password
- Set a New Security Question and Answer
- Activate Your New NetID (for individuals who have not yet activated their NetID)
- My NetID Info (view basic information about any NetID)
- Manage Sponsored Group Membership (for individuals who are responsible for maintaining a group)
4. Select your affiliation from the Choose your NetID Type radio buttons (Fig 2, 1).
5. Type your Last Name in the Last Name field (Fig 2, 2).

6. 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)

7. Type your date of birth in the Date of Birth fields (Fig 2, 4).
8. Click the Confirm My Identity button (Fig 2, 5).
9. The Activate Your NetID (Step 2 of 3) screen will appear (Fig 4).
10. 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).
11. Type an answer in the Set Answer field (Fig 4, 2).
12. Click the Set Security Question box (Fig 4, 3).
13. The **Activate Your NetID (Step 3 of 3)** screen will appear (Fig 5).

![Activate Your NetID (Step 3 of 3) screen with instructions for setting a new password.]

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

![Congratulations screen displaying the new NetID and E-Mail address.]

**Tips**:

1. Your password will expire every 90 days and you will have to change it on or before that time. You'll be automatically notified two weeks before it expires, but you can also set an appointment in Outlook to remind yourself.
2. You can manage your NetID (create or change your password, manage your security question, etc.) by visiting [http://www.towson.edu/accounts](http://www.towson.edu/accounts).
3. Never share your password so someone can use your computer or login to a website or application.
4. Never give your password out to anyone who says they're seeking your computer, who claims to need it to update records, or for any other reason. This is a "phishing" trick designed to hack your account. Don't fall for it. OTS staff or other campus IT support providers never have a need to ask for your password.

For support, contact the OTS Faculty/Staff Help Center at 410-784-5151, option 2x2x2 on the voice menu.
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 Tools section of the webpage (Fig 7, 1).

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.

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