Introduction

As a new TU employee, you must activate your TU NetID account once to gain access to many TU resources. This self-help document will guide you through this process of activating your NetID account.

First-Time Account Activation

1. From your favorite browser type towson.edu/netid.
2. Under the Activate NetID section, click the Activate link.

![Activate NetID](image1)

Figure 1

3. Verify your identity by entering your user information into the required fields.

![User Information](image2)

Figure 2

Note: Your TUID is the bolded number on your TU One Card.

![TU One Card](image3)

Figure 3

4. Click the checkbox beside I'm not a robot and Verify your identity.
5. Click the SUBMIT button.

![Submit Button](image4)

Figure 4
NetID Management: Account Activation for First-Time Employees

6. Review the **Acceptable Use Policy** and **ACCEPT** the terms.

![Acceptable Use Policy](image)

**Figure 5**

7. Click the **NEXT** button to configure your **Security Questions**, **Profile** and **Password** for the first time.

![Next Button](image)

**Figure 6**

**Setting Security Questions**

1. There are three default security questions. We recommend that you choose questions that are preferable to you. To change the question, click the **Pencil** icon beside a question and then click the drop-down arrow beside the existing question. Click on the desired security question.

![Question 1](image)

**Figure 4**

2. To answer a question, type your answer in box above **Answer for Question #** box and then confirm the answer by typing it again in the **Re-type Your Answer for Question #** box. Answers are **not** case-sensitive. If you click on the **SHOW ANSWERS** button at the bottom of the page, all answers will appear in lower case.

![Question 1 Answer](image)

**Figure 5**

3. Repeat the process for Questions 2 and 3 and then click the **SUBMIT** button at the bottom of the screen. The **Password Recovery Information** screen will appear.
**Password Recovery Information**

The Recovery Email and Phone are used for recovering a forgotten or expired password. Use a personal email address and/or personal mobile phone number that can receive a SMS text message.

1. **Add a Recovery Email and/or a Recovery Phone number** in the designed fields.

![Figure 6](Image)

2. Click the **Submit** button at the bottom of the screen.

![Figure 7](Image)

3. Enter the **one-time passcode** you received in your personal email into the **Recovery Email** field.

4. Enter the **one-time passcode** you received in your text messages into the **Recovery Phone** field.

**Note:** This step must be completed within 5 minutes.

![Figure 8](Image)

5. Click the **Validate** button.

6. Click the **Close** button on the **Attention** pop-up window. The **Create New Password** screen will appear.

![Figure 9](Image)
NetID Management: Account Activation for First-Time Employees

Creating a Password

The final step of the one-time account activation process is to create a unique password. This password will be used to access your email, timesheet, blackboard, and many other TU resources.

1. From the Create New Password screen, enter a new password in the New Password field.

   ![Create New Password Screen](image1)

   **Note:** Your new password must follow Password Rules listed.

2. Repeat the password in the Re-type Password field.

3. Click the RESET PASSWORD button. Two Attention dialog boxes will appear.

   ![Attention Dialog Box](image2)

   **Figure 12**

4. Finally, the TU NetID Activation Complete page will appear as confirmation that you have successfully completed your TU NETID activation process.

   ![TU NetID Activation Complete](image3)

   **Figure 13**