

Account Activation

Faculty/Staff

Introduction

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. Open your preferred web browser and navigate to <http://www.towson.edu/netid>.

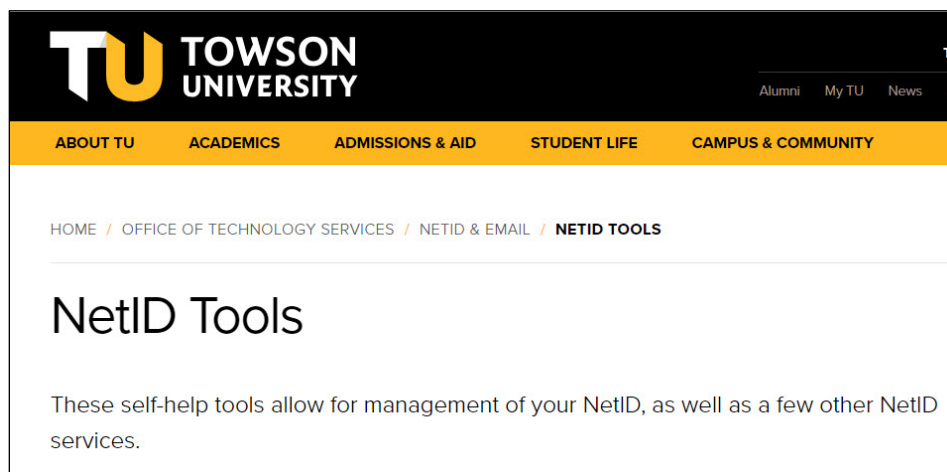


Figure 1

2. Scroll to and locate the **Activate Your New NetID** link under the Faculty/Staff NetID Tools section.

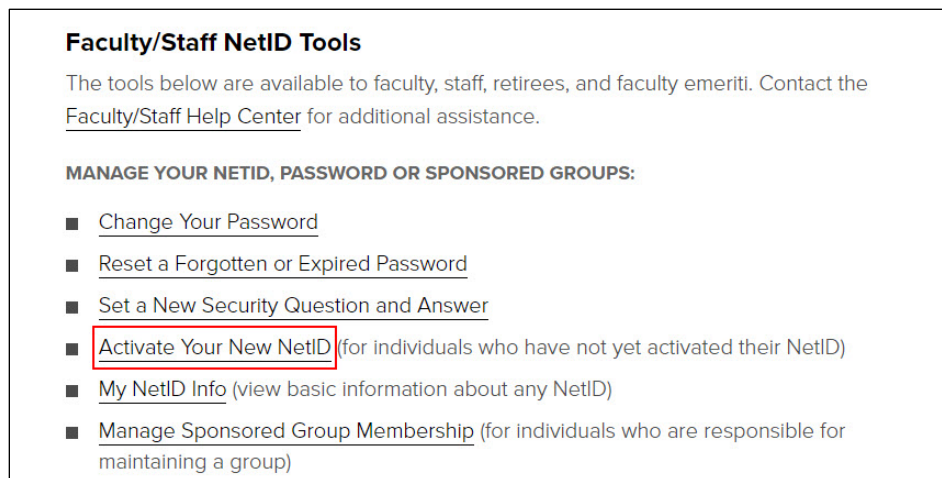


Figure 2

Account Activation for Faculty/Staff

3. The **Activate Your NetID (Step 1 of 3)** screen will appear.
4. Click the **Faculty/Staff** bubble besides **Choose your NetID Type**.

Activate Your NetID (Step 1 of 3)

Welcome to Towson University's NetID Activation page. This process will allow you to establish your online identity as you are a student or faculty/staff member at Towson University, and will be used to send and receive email.

To begin the NetID activation process, please perform the following steps:

1. Specify whether you are **Faculty/Staff** or **Student**.
2. Enter your Last Name.
3. Enter either the last 4 digits of your Social Security Number, or your 7-digit TowsonID Number.
4. Enter your Date of Birth in the dropdown boxes.
5. Once complete, click **Confirm My Identity** to continue.

Choose your NetID Type: Faculty/Staff Student

Last Name:

Last 4 digits of Social Security Number or 7-digit TowsonID Number:

Date of Birth:

Figure 3

5. Enter your **Last Name** in the box.
6. Enter your **Last 4-digits of Social Security Number or 7-digit TowsonID Number** in the box.

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



Figure 4

7. Enter your **Date of Birth** using the drop-down menus.
8. Click the **Confirm My Identity** button.
9. The **Activate Your NetID (Step 2 of 3)** screen will appear. In the **Choose Question** drop-down menu, select a security question to be used in the event you forget your password.
10. Type the answer in the **Set Answer** field.

11. Click the **Set Security Question** button.

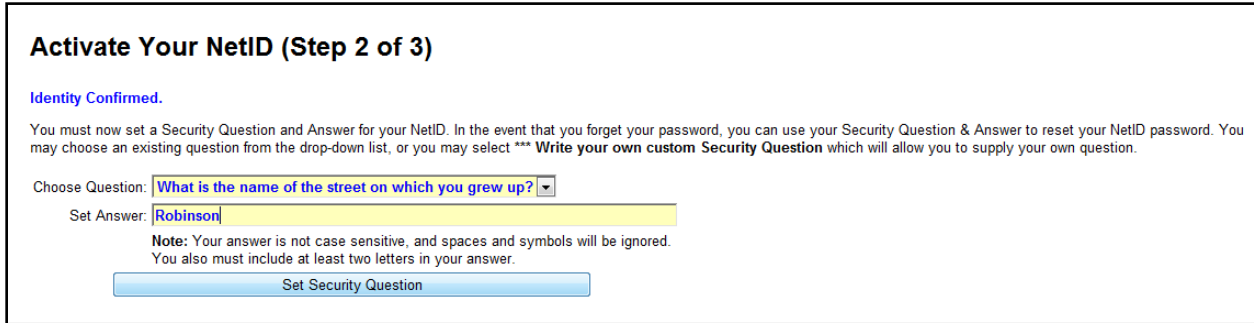


Figure 5

12. The **Activate Your NetID (Step 3 of 3)** screen will appear. Enter a **New Password** in the box.

13. Type a password in the **New Password** field

Note: 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

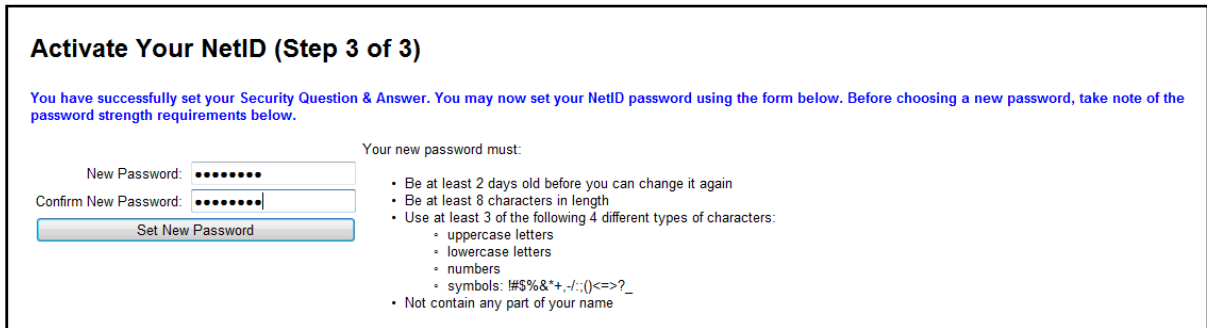


Figure 6

- 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.

14. Type the new password again in the **Confirm New Password** field

15. Click on **Set New Password**

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

Account Activation for Faculty/Staff

17. You will be given your Towson U account Username and E-mail.

Congratulations!

Your NetID is now active and ready to use. You may [print](#) this page for your records. You will also receive a copy by e-mail.

NetID (username): **squser**
E-mail address: **squser@towson.edu**

Your password is not included on this page for security purposes.

Your NetID provides access to many university services. You need it to login to your office computer, as well as many web-based applications, including:

- PeopleSoft (Towson Online Services)
- E-mail/Outlook
- Timesheets
- Blackboard

For additional information and self-help documents, please see <http://www.towson.edu/adminfinance/ots/trainingdoc/selfhelpdoc.asp>.

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 (reset or change your password, manage your security question, etc.) by visiting <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 servicing 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 410-704-5151, option 2+2+2 on the voice menu.

Figure 7