Introduction

As a new TU employee, you must activate your TU NetID account once to gain access to many TU resources. This self-

6. Review the **Acc ˛ ab͵ U P˛͵·c͵** and **ACCEPT** the terms.

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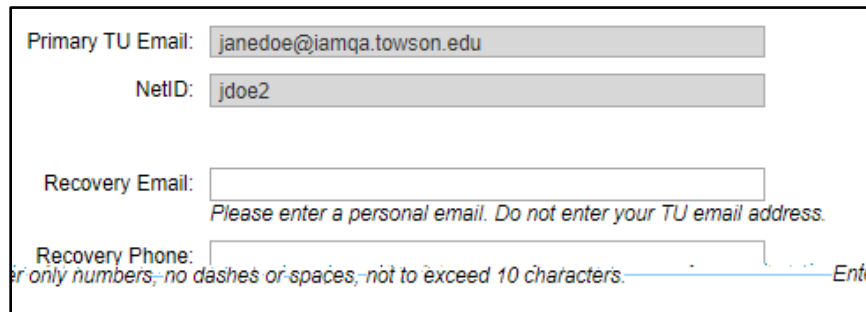
Setting Security Questions

1. There are three default security questions. We recommend that you choose questions that are preferrable to you. To change the question, click7 ɇ a)12.1 (.1 7 ɇ a)En∂T1o̲ 1 Tf-0.005 Tc 0.005 Tw [N)23 ͂T J()12.n ɇP)hɕiɇ)6.2ITT1 1 Tf0 Tc 0 ͂

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 **R c. . E   a** and/or a **R c. . P, .** number in the designed fields.

Primary TU Email:	janedoe@iamqa.towson.edu
NetID:	jdoe2
Recovery Email:	
	Please enter a personal email. Do not enter your TU email address.
Recovery Phone:	

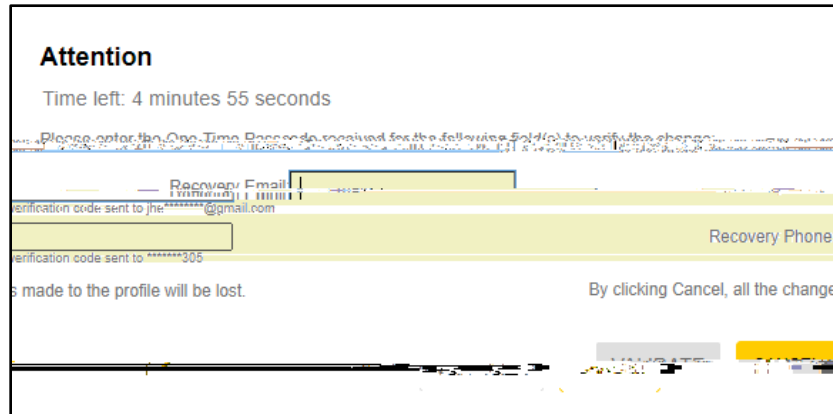er only numbers, no dashes or spaces, not to exceed 10 characters. ————Ente

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

DISCARD CHANGES   SUBMIT   SKIP

3. Enter the .. - . , a c. you received in your personal email into the **R c. . E   a** field.
4. Enter the .. - . , a c. you received in your text messages into the **R c. . P, .** field.

Note: This step must be completed within 5 minutes.

Attention

Time left: 4 minutes 55 seconds

Please enter the One Time Passcode received for the following field(s) to verify the change.

Recovery Email

verification code sent to jhe*******@gmail.com

verification code sent to *******305   Recovery Phone

s made to the profile will be lost.   By clicking Cancel, all the changes

5. Click the **VALIDATE** button.
6. Click the **CLOSE** button on the **A   . ..** pop-up window. The **C   a   N , Pa , ..** screen will appear.

Attention

This process is complete.

CLOSE