

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.

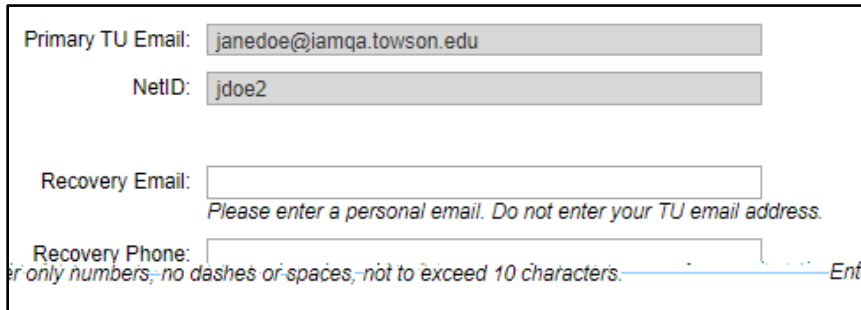
Setting Security Questions

1. There are three default security questions. We recommend that you choose questions that are preferable to you. To change the question, click

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**ecove**E**mail and/or a **R**ecove**P**hone number in the designed fields.



The screenshot shows a form with the following fields and text:

- Primary TU Email:
- NetID:
- Recovery Email:
- Recovery Phone:

Below the Recovery Email field, it says: *Please enter a personal email. Do not enter your TU email address.*

Below the Recovery Phone field, it says: *Enter only numbers, no dashes or spaces, not to exceed 10 characters.*

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



The screenshot shows three yellow buttons: **DISCARD CHANGES**, **SUBMIT**, and **SKIP**.

3. Enter the **R**ecove**E**mail code you received in your personal email into the **R**ecove**E**mail field.
4. Enter the **R**ecove**P**hone code you received in your text messages into the **R**ecove**P**hone field.

Note: This step must be completed within 5 minutes.



The screenshot shows an **Attention** pop-up window with a timer: **Time left: 4 minutes 55 seconds**.

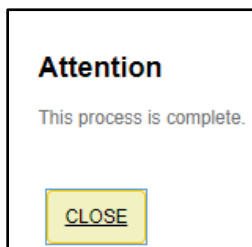
Text inside the window: *Please enter the One-Time Passwords received for the following field(s) to verify the changes.*

Fields shown:

- Recovery Email: (verification code sent to jhe*****@gmail.com)
- Recovery Phone: (verification code sent to *****305)

At the bottom, it says: *By clicking Cancel, all the changes made to the profile will be lost.*

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



The screenshot shows an **Attention** pop-up window with the text: **This process is complete.**

At the bottom, there is a **CLOSE** button.

