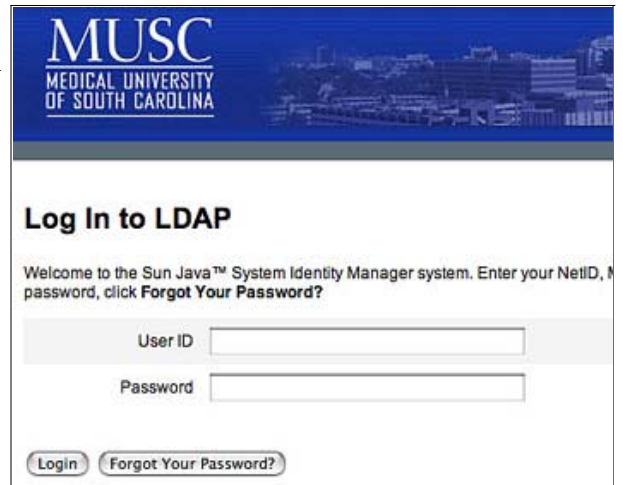


Step-by-Step Guide to NetID Activation

1. From any browser, go to <https://netid.musc.edu>. The login page will appear. Supply your current user ID and password, then click Login.
2. You are welcomed by your user ID and have two options:
 - * Change Password
 - * Change Answers to Authentication Questions

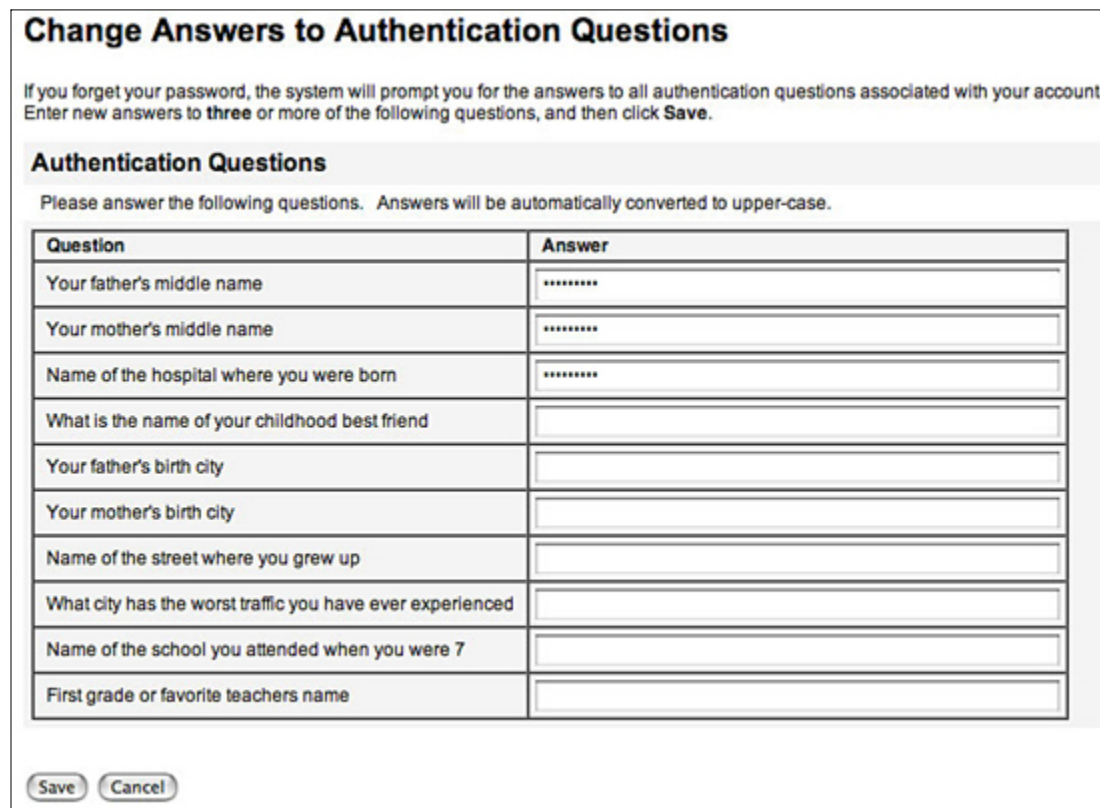
The first time you go through this process, you *must* "Change Answers..."



3. You must pick at least three of the questions on this page to answer; you may answer more if you wish. If you forget your password, you will be presented with two of your challenge questions to answer. You will be given five chances to get the questions right. Failure to do so will lock you out of Identity Manager for 5 minutes.

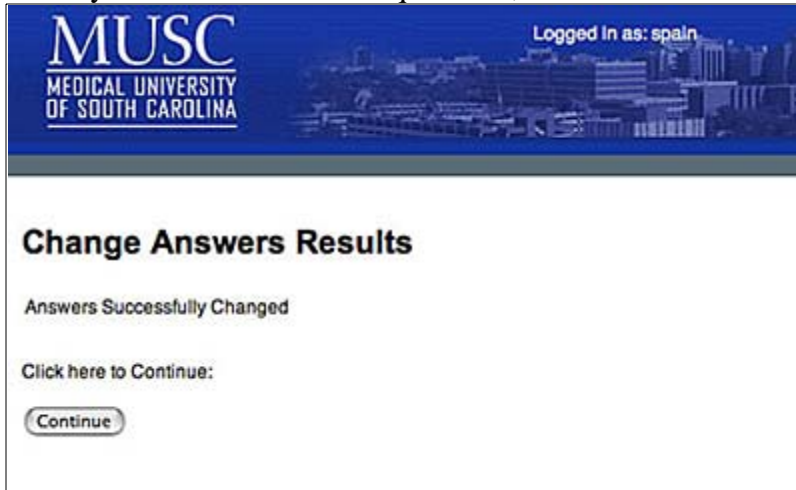
Note: your responses are not printed in clear text. Therefore saving the page will not help you remember the answers.

When you've answered at least three, click Save.



Question	Answer
Your father's middle name	*****
Your mother's middle name	*****
Name of the hospital where you were born	*****
What is the name of your childhood best friend	
Your father's birth city	
Your mother's birth city	
Name of the street where you grew up	
What city has the worst traffic you have ever experienced	
Name of the school you attended when you were 7	
First grade or favorite teachers name	

4. When you have answered the questions, click Continue.



5. The next step is to check your password against the complexity rules. If your current password does not pass the complexity rules, it will be rejected, and you will see a red error message describing which rule the password failed. Modify your password so that it will (1) be between six and 10 characters long and (2) pass a dictionary check; if the word is in the dictionary, it will be rejected. Also, ensure that your password meets at least 3 of the 4 character rules for a secure password:

1. At least one number
2. At least one upper case character
3. At least one lower case character
4. And at least one special character

If you are having difficulty choosing a password that meets the complexity rules, you may choose one of the password suggestions.

6. Next you will be asked to read the *Security & Confidentiality Agreement*, confirm your password (enter it twice), and sign the Agreement by clicking the button. Please read all sections of the Security & Confidentiality agreement. You may print it for your records.

If your chosen password does not pass verification, it will be rejected, and you will see a red error message describing what part of the complexity rules failed. Re-enter a valid password and confirm to complete the process.

Change Password

To change your password, enter and confirm a new password, and then click **Sign Agreement**.

The NetId password change process now requires that you review and electronically sign the **MUSC Security & Confidentiality Agreement**.

SECURITY & CONFIDENTIALITY AGREEMENT

I have read, understand, and agree with this Security & Confidentiality Agreement as well as the MUSC Computer Use Policy and the Medical Center Policy on Confidentiality of Patient Information and Medical Record Security (C-27). I recognize that unauthorized disclosure or access of information by me may violate state and federal laws and cause irreparable injury to MUSC or harm to a patient, and may result in disciplinary and/or legal action being taken against me.

Password Suggestions

(Use Refresh/Reload for more suggestions)

Netsyic8	9onJogco	nubArot4	Teebvid6	9FlytPic	Twoyhuf7
Russoph1	Tadgind1	JuabrAd6	Boryeik4	Ecdopod4	Klalead1

Password

Confirm Password

- When your password is accepted, you will see a validation screen. Note the "LOGOUT" button on the right of the blue banner. Click that to logout, or click continue to repeat from Step 2.

LOGOUT HELP

Change Password Results

Password change was successful.

Click here to Continue: