# Introduction

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


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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.

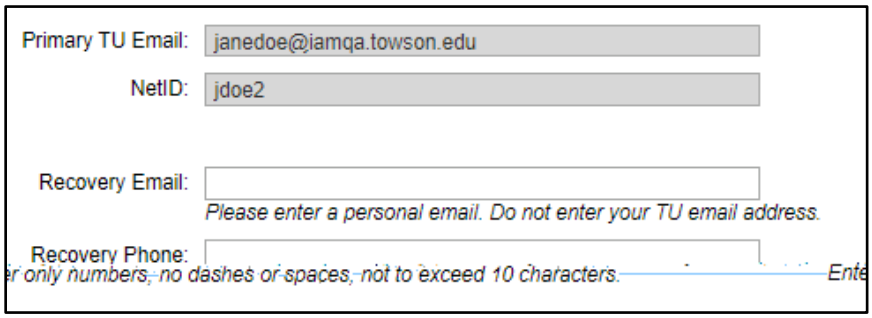
## *Setting Security Questions*

1. There are three default security questions. We recommend that you choose questions that are preferrable to you. To change the question, click7 (e a)12.1 (.1 7 (e a)En/JT10 1 Tf-0.005 Tc 0.005 Tw [N)23 (T]TJ)12.n (EP)ndi(e)6.2lTT1 1 Tf0 Tc 0 T

## *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.




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

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.

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