

# NetID Management Tool User Guide



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# Managing Your NetID

The NetID Management Tool (yale.edu/netid) allows you to:

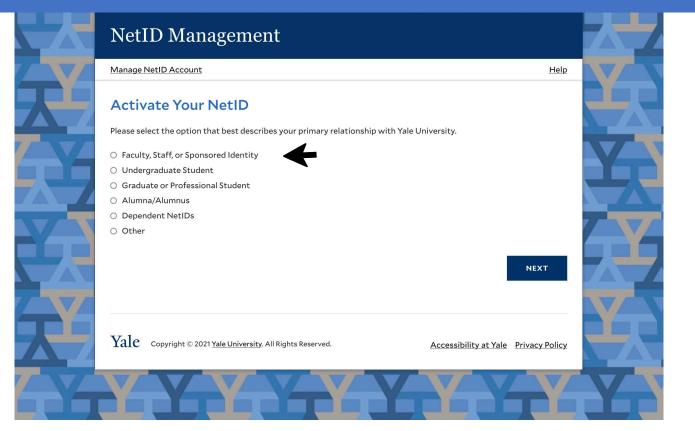
- Activate your NetID
- Reset your password using recovery email
- Change your password
- Change your recovery email
- View the security of your account
- View owned Dependent NetIDs
- Manage DUO devices

# Activate NetID

• Activate your NetID so you can access Yale electronic resources

### NetID Management Help Manage Account Welcome to NetID Management Activate NetID Your Yale NetID provides access to important Yale electronic resources. Forgot NetID Password Use this website to ensure your account is fully secure and functional. Change NetID Password Change Recovery Email Security Checkup Find Dependent NetID Manage DUO Devices Yale Copyright © 2021 Yale University. All Rights Reserved. Accessibility at Yale Privacy Policy

## Activate NetID Select current relationship with Yale and select 'Next'



## Activate NetID Enter your 8 character PIN and Date of Birth, select 'Next'

	NetID Management	
	Manage NetID Account Help	
Ę	Activate Your NetID Enter the 8 character PIN you have been given. The Pin is not a password and cannot be used to access any computer system. Once you activate your NetID this PIN	
<u>.</u>	will no longer be valid.       8 Character PIN	
YA	Birth Date Month v / Day v / Year v	AY
Ŷ	CANCEL PREVIOUS NEXT	Ŷ
¥,	Yale Copyright © 2021 Yale University. All Rights Reserved. Accessibility at Yale Privacy Policy	$\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{$

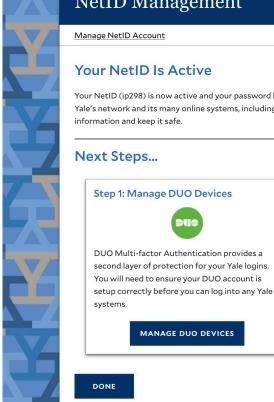
## Activate NetID Enter a non-Yale recovery email, select 'Next'

	NetID Management	
	Manage NetID Account Help	
<b>V</b>	Recovery Email Address NetID: ip298 Please provide a valid non-Yale email address that can be used for password recovery. If you forget your password, you will be able to use the "Forgot NetID Password" option to have a reset link sent to this address.	X
	Email yournonyalemail@gmail.com Retype Email	
Ŷ	yournonyalemail@gmail.com           CANCEL         PREVIOUS         NEXT	Ŷ
Y	Yale     Copyright © 2021 Yale University. All Rights Reserved.     Accessibility at Yale     Privacy Policy	Y

## Activate NetID Create a unique password, select 'Next'

$\Delta$	NetID Management	
	Manage NetID Account Help	
	Create Your NetID Password	
	NetID: ip298	
Y	Create your NetID password below. Please follow these <u>best practices</u> before you change your password. Yale University follows the <u>following protocol for password security</u> . Here are some basic rules to follow:	Ya
	- Use a long password (8-127 characters)	
	<ul> <li>Use a mix of characters (letters, numbers and special characters except &lt;&gt; &amp;  "' :)</li> <li>Avoid your NetID, dictionary words, proper nouns and their common substitutions (e.g. doorbell -&gt; d00rbe11)</li> </ul>	
	- Avoid your Netil), alctionary words, proper nouns and their common substitutions (e.g. doorbeil -> doorbeil)	
	NetID Password	
	•••••	
	Retype NetID Password	
Ya		
	Password Strength	
	Looks good.	
	CANCEL PREVIOUS NEXT	
	Yale Copyright © 2021 Yale University. All Rights Reserved. Accessibility at Yale Privacy Policy	

### Activate NetID Your NetID is now active, be sure to setup DUO and verify your recovery email



#### NetID Management

#### Manage NetID Account

#### Your NetID Is Active

Your NetID (ip298) is now active and your password has been set. Your NetID and password will give you access to Yale's network and its many online systems, including your Yale email account. Please be sure to remember your NetID information and keep it safe.

#### Next Steps...



Step 2: Verify Your Recovery Email



An email has been sent to your non-Yale email address. Check your email and click the link to validate your recovery email address.



Help

### Activate NetID: Verify recovery email

Open your recovery email account and click 'verify email address'. You will then be able to use the 'Forgot NetID Password' option from the main menu.

#### NetID Management

#### Your NetID is active - Please verify your recovery email

#### NetID: ip298

Your NetID is now active and your password has been set. Your NetID and password will give you access to Yale's network and its many online systems, including your Yale email account. Please be sure to remember your NetID information and keep it safe.

Click the link below to activate your recovery email account as a recovery method for a forgotten password.

VERIFY EMAIL ADDRESS

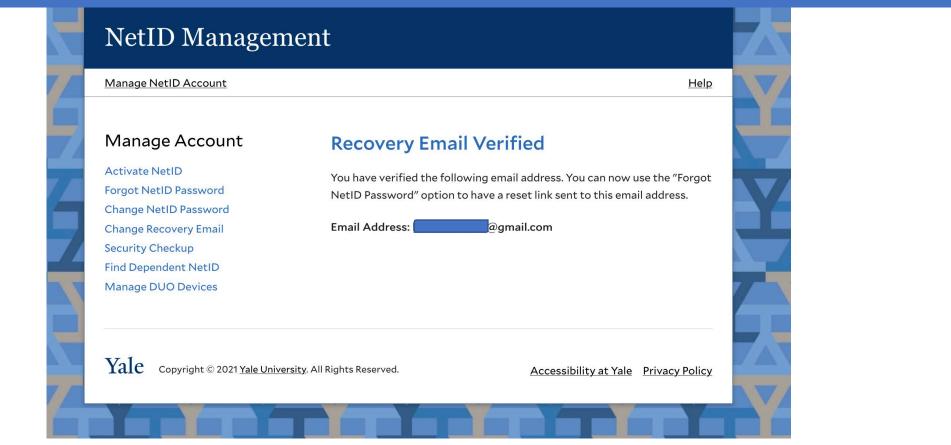
If you did not make this request, please contact **ITS Help Desk** at 203-432-9000 or submit a ticket at <a href="https://helpme.yale.edu">https://helpme.yale.edu</a>

Do not reply to this email. This message was auto-generated by the Yale NetID Management system.

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# Activate NetID: Verify recovery email

Once the recovery email has been successfully verified, a confirmation screen will display and a confirmation email will be sent to your recovery email address.



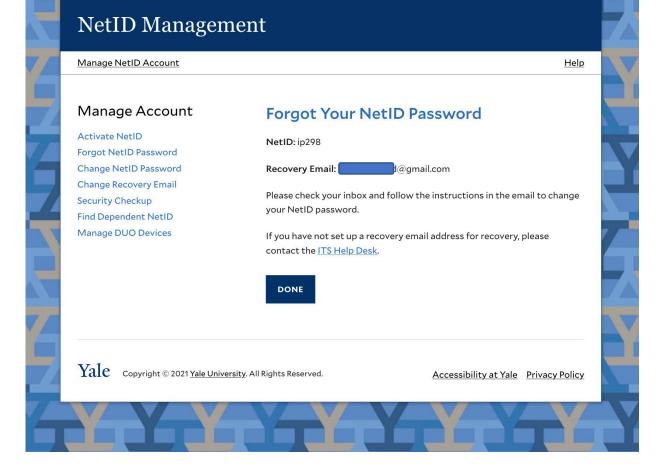
# Forgot NetID Password

 Use your recovery email to reset your forgotten NetID password NetID Management Help Manage Account Welcome to NetID Management Activate NetID Your Yale NetID provides access to important Yale electronic resources. Forgot NetID Password Use this website to ensure your account is fully secure and functional. Change NetID Password **Change Recovery Email** Security Checkup Find Dependent NetID Manage DUO Devices Yale Copyright © 2021 Yale University. All Rights Reserved. Accessibility at Yale Privacy Policy

# Forgot NetID Password Enter your NetID and recovery email on file

NetID Managem	nent	
Manage NetID Account	J	
Manage Account Activate NetID Forgot NetID Password Change NetID Password Change Recovery Email Security Checkup Find Dependent NetID Manage DUO Devices	Forgot Your NetID Password         Enter your NetID and recovery email below and click next.         NetID         Recovery Email         Interval         Interval </th <th>YY YY YX</th>	YY YY YX
Yale Copyright © 2021 <u>Yale Univer</u>	rsity. All Rights Reserved. <u>Accessibility at Yale</u> Privacy Pe	olicy

## Forgot NetID Password Check your recovery email for the reset NetID password link



## Forgot NetID Password Open your recovery email and select the 'Reset NetID Password' button

### NetID Management

### Yale NetID Password Reset Requested

You have requested to reset your NetID password. Please click the link below to continue.

RESET NETID PASSWORD

If you did not make this request, please contact **ITS Help Desk** at 203-432-9000 or submit a ticket at <u>https://helpme.yale.edu</u>

Do not reply to this email. This message was auto-generated by the Yale NetID Management system.

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# Forgot NetID Password

### Enter your NetID and a new unique password, then select 'next'

Manage NetID Account	Ŀ
Manage Account Activate NetID	Reset Your NetID Password
Forgot NetID Password Change NetID Password	Enter Your NetID
Change Recovery Email Security Checkup Find Dependent NetID	NetID
Manage DUO Devices	Enter Your New Password
	Enter your new NetID password below. Please follow these <u>best practic</u> before you change your password. Yale University follows the <u>following</u> <u>protocol for password security</u> . Here are some basic rules to follow:
	- Use a long password (8-127 characters) - Use a mix of characters (letters, numbers and special characters excep > & (, " $\cdot$ )
	<ul> <li>Avoid your NetID, dictionary words, proper nouns and their common substitutions (e.g. doorbell -&gt; d00rbe11)</li> </ul>
	New NetID Password
	Retype New NetID Password
	Password Strength
T	CANCEL NEXT

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## Forgot NetID Password

Once the password is successfully changed, a confirmation screen will display and a confirmation email will be sent to your recovery email address.

Manage NetID Account	Help
Manage Account Activate NetID Forgot NetID Password Change NetID Password Change Recovery Email Security Checkup Find Dependent NetID Manage DUO Devices	NetID Password Changed         NetID: ip298         Your NetID password has been changed. Your NetID is required for access to Yale University's network and systems, including your Yale University email account.         An email confirmation has been sent togmail.com.
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# Change NetID Password

### NetID Management

Manage Account

Activate NetID

Forgot NetID Password

Change NetID Password Change Recovery Email Security Checkup Find Dependent NetID Manage DUO Devices

#### Welcome to NetID Management

Your Yale NetID provides access to important Yale electronic resources. Use this website to ensure your account is fully secure and functional.

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Help

### Change NetID Password Log in through CAS with your NetID and password

### **Central Authentication Service**

Manage NetID Account	Help
Make sure your session is secureBefore entering your NetID and password, verify that the URL for this page begins with:https://secure.its.yale.eduTo protect your privacy, quit your web browser when you are finished with your session	Sign In   NetID   Password   Forgot My Password   SIGN IN
$\underline{Yale}  \text{Copyright } \textcircled{\texttt{Copyright}} \ \textcircled{Copyright} \ \textcircled{\texttt{Copyright}} \ \textcircled{Copyright} \ \textcircled{Copyright}} \ \textcircled{Copyright} \ \textcircled{Copyright} \ \textcircled{Copyright} \ C$	eserved. <u>Accessibility at Yale</u> <u>Privacy Policy</u>

## Change NetID Password Enter a new unique password and retype, select 'Next'

Manage Account	Change NetID Password	
Activate NetID Forgot NetID Password Change NetID Password Change Recovery Email Security Checkup Find Dependent NetID Manage DUO Devices	NetID: ip298 Enter your new NetID password below. Please follow these best practices before you change your password. Yale University follows the following protocol for password security. Here are some basic rules to follow: <ul> <li>Use a long password (8-127 characters)</li> <li>Use a mix of characters (letters, numbers and special characters except &lt; &gt; &amp;  "':)</li> <li>Avoid your NetD, dictionary words, proper nouns and their common substitutions (e.g. doorbell -&gt; d00rbeft)</li> </ul> Current Password New Password	Y (Y Y
	New Password Retype New Password	Y
	Password Strength	Æ
Yale Copyright © 2021 <u>Yale Un</u>	CANCEL	À

# Change NetID Password

Once the password has been successfully changed, a confirmation screen will display and a confirmation email will be sent to your recovery email address.

Manage NetID Account	Help
Manage Account	NetID Password Changed
Activate NetID Forgot NetID Password	NetID: ip298
Change NetID Password	Your NetID password has been changed. Your NetID is required for access
Change Recovery Email Security Checkup	to Yale University's network and systems, including your Yale University email account.
Find Dependent NetID	
Manage DUO Devices	DONE

# Change Recovery Email

Update and verify your non-Yale recovery email

### NetID Management Help Manage Account Welcome to NetID Management Activate NetID Your Yale NetID provides access to important Yale electronic resources. Forgot NetID Password Use this website to ensure your account is fully secure and functional. Change NetID Password **Change Recovery Email** Security Checkup Find Dependent NetID Manage DUO Devices Yale Copyright © 2021 Yale University. All Rights Reserved. Accessibility at Yale Privacy Policy

# Change Recovery Email Log in through CAS with your NetID and password

### **Central Authentication Service**

Manage NetID Account		Help
Make sure your session is secureBefore entering your NetID and password, verify that the URL for this page begins with:https://secure.its.yale.eduTo protect your privacy, quit your web browser when you are finished with your session	Sign In   NetID   Password   Forgot My Password   SIGN IN	
$\operatorname{Yale}$ Copyright © 2021 <u>Yale University.</u> All Rights Res	erved. <u>Accessibility at Yale</u>	Privacy Policy

## Change Recovery Email Enter a new non-Yale recovery email and retype, select 'Next'

Manage NetID Account		Help	
Manage Account	Change Recovery Email		大
Activate NetID Forgot NetID Password	NetID: ip298		
Change NetID Password	Current Recovery Email:		
Change Recovery Email Security Checkup Find Dependent NetID Manage DUO Devices	Important: If you forget your password and there is a verified recov email on file, you can use the "Forgot NetID Password" option to ha reset link sent to that email address.		
	Your recovery email must be a non-Yale email.		
	New Recovery Email		
	Retype New Recovery Email	Y	X
	CANCEL	×T	7
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# Change Recovery Email

### A verification email will be sent to your recovery email account

Managa Account	
Manage Account	Verification Email Sent
orgot NetID Password	NetID: ip298
Change NetID Password	We have sent a verification email to your recovery email address. Please
Change Recovery Email Security Checkup	click the link in the email within 24 hours to complete the process.
Find Dependent NetID	DONE
Manage DUO Devices	
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## Change Recovery Email Open your recovery email and select the 'Verify email address' button

### NetID Management

#### Please verify your recovery email address

#### NetID: ip298

You have requested to change your recovery email address. Please use the link below to verify this emai account. Once verified, your recovery email address can be used to reset your NetID password.

VERIFY EMAIL ADDRESS

If you did not make this request, please contact **ITS Help Desk** at 203-432-9000 or submit a ticket at <a href="https://helpme.yale.edu">https://helpme.yale.edu</a>

Do not reply to this email. This message was auto-generated by the Yale NetID Management system.

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# Change Recovery Email

Once the recovery email has been successfully verified, a confirmation screen will display and a confirmation email will be sent to your recovery email address.

X	NetID Manageme	ent	
	Manage NetID Account	Help	
	Manage Account Activate NetID Forgot NetID Password Change NetID Password Change Recovery Email Security Checkup Find Dependent NetID Manage DUO Devices	Recovery Email Verified You have verified the following email address. You can now use the "Forgot NetID Password" option to have a reset link sent to this email address. Email Address: @@gmail.com	
$\mathbf{A}$	Yale Copyright © 2021 <u>Yale Universit</u>	ty. All Rights Reserved. <u>Accessibility at Yale</u> Privacy Policy	

# Security Checkup

This tool can be used to check the security of your NetID account

- Confirm status of:
  - Password Strength
  - Recovery Email
  - Email Security

### NetID Management

Manage Account

Forgot NetID Password

Change NetID Password

Change Recovery Email Security Checkup Find Dependent NetID Manage DUO Devices

Activate NetID

#### Welcome to NetID Management

Your Yale NetID provides access to important Yale electronic resources. Use this website to ensure your account is fully secure and functional.

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Help

## Security Checkup Log in through CAS with your NetID and password

### **Central Authentication Service**

Manage NetID Account	Help
Make sure your session is secure         Before entering your NetID and password, verify that the URL for this page begins with:         https://secure.its.yale.edu         To protect your privacy, quit your web browser when you are finished with your session	Sign In NetID Password Forgot My Password
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# Security Checkup

- **Password Strength :** Yale switched to Microsoft's password complexity rules in June 2020. If your password was last reset prior to that date you are required to change your password one additional time.
- Recovery Email: Yale replaced security questions with a recovery email for self service password resets. If you have not already done so, you are required to validate your recovery email.
- Email Security: Microsoft will no longer support less secure logins. If your account is using less secure logins, you are required to update your email security in this section of the tool.

Manage NetID Account		<u>Help</u>
Manage Account	Security Checkup	
Activate NetID Forgot NetID Password	NetID: ip298	
Change NetID Password Change Recovery Email Security Checkup Find Dependent NetID	<ul> <li>Password Strength</li> </ul>	~
Manage DUO Devices	✓ Recovery Email	$\checkmark$
	Email Security	$\checkmark$
	DONE	
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### Security Checkup: Password Strength A red 'x' will be displayed if your password needs to be updated.

NetID Management Manage NetID Account Help Manage Account Security Checkup Activate NetID NetID: pt393 Forgot NetID Password Change NetID Password × Password Strength V **Change Recovery Email** Security Checkup Find Dependent NetID Manage DUO Devices Recovery Email V Email Security V DONE Yale Copyright © 2021 Yale University. All Rights Reserved. Accessibility at Yale Privacy Policy

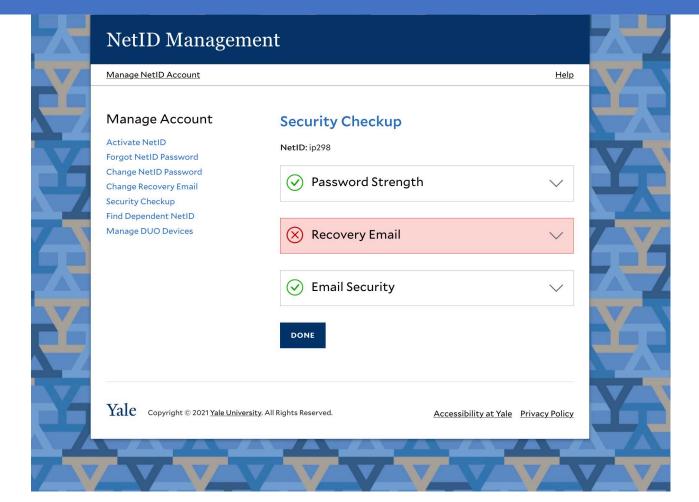
# Security Checkup: Password Strength

Expand the menu and select 'Change NetID Password' to go through the 'Change NetID password' process

	NetID Management	
	Manage NetID Account	tip
<b>A</b>	Manage Account     Security Checkup       Activate NetID     NetID: pt393       Forgot NetID Password     NetID: pt393	X
	Change NetID Password Change Recovery Email Security Checkup Find Dependent NetID Manage DUO Devices CHANGE NETID PASSWORD	
X		
A	Email Security	Y
X	Yale Copyright © 2021 Yale University. All Rights Reserved. Accessibility at Yale Privacy Poli	

# Security Checkup: Recovery Email

### A red 'x' will be displayed if you do not have a verified recovery email on file



# Security Checkup: Recovery Email

Expand the menu and select 'Change Recovery Email' to go through the process of adding and verifying a recovery email.

乙	NetID Managen	nent	
	Manage NetID Account	Help	
	Manage Account Activate NetID Forgot NetID Password Change NetID Password Change Recovery Email Security Checkup Find Dependent NetID Manage DUO Devices	Security Checkup   NetID: ip298   Password Strength     Password Strength     Recovery Email     You do not have a verified non-Yale recovery email on file.     CHANGE RECOVERY EMAIL     Imail Security     DONE	
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# Security Checkup: Email Security

There will be a red 'x' next to Email Security if you need to update your account.

Manage NetID Account       Help         Manage Account       Security Checkup         Activate NetID       NetID: ip298         Forgot NetID Password       Image Recovery Email         Change Recovery Email       Image Recovery Email         Security Checkup       Image Recovery Email         Find Dependent NetID       Image Recovery Email         Manage DUO Devices       Image Recovery Email         Image Recovery Email       Image Recovery Email	Manage Account       Security Checkup         Activate NetID       NetID: ip298         Forgot NetID Password       Image Recovery Email         Change Recovery Email       Image Recovery Email         Security Checkup       Image Recovery Email         Find Dependent NetID       Image Recovery Email         Manage DUO Devices       Image Recovery Email	NetID Manager	
Activate NetID Forgot NetID Password Change NetID Password Change Recovery Email Security Checkup Find Dependent NetID Manage DUO Devices NetID: ip298 Password Strength	Activate NetID Forgot NetID Password Change NetID Password Change Recovery Email Security Checkup Find Dependent NetID Manage DUO Devices	Manage NetID Account	He
	Email Security	Activate NetID Forgot NetID Password Change NetID Password Change Recovery Email Security Checkup	NetlD: ip298
	DONE	Manage DUO Devices	

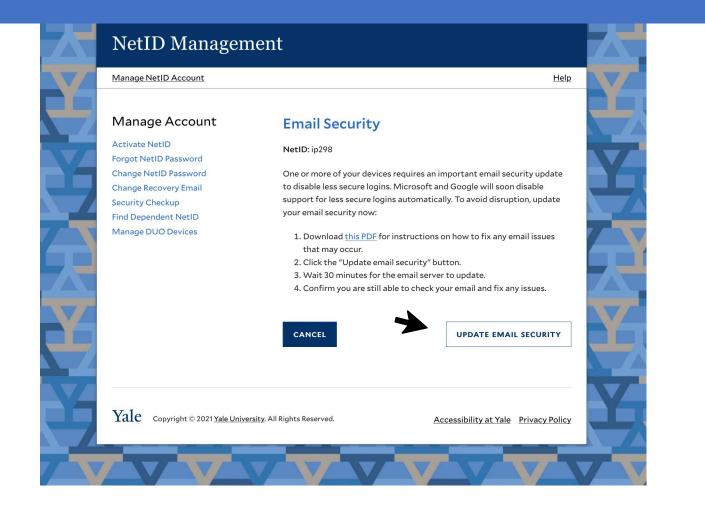
# Security Checkup: Email Security

Select the arrow to expand the menu section and select the 'learn more' button

	NetID Managemen	t	
	1anage NetID Account	Help	
A Fo C C C C S S E Fi	Manage Account Activate NetID orgot NetID Password Anage NetID Password Anage Recovery Email ecurity Checkup ind Dependent NetID Anage DUO Devices	Security Checkup         NetID: ip298 <ul> <li>Password Strength</li> <li>✓</li> </ul>	
Y		DONE	Y
Y	Copyright © 2021 <u>Yale University</u> . All	Rights Reserved. <u>Accessibility at Yale</u> Privacy Policy	

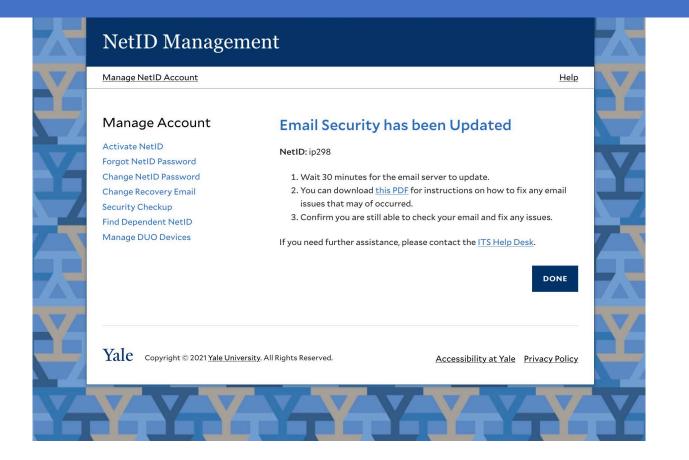
# Security Checkup: Email Security

Follow the directions on this page and download the PDF for future reference. Then select 'Update email security'



# Security Checkup: Email Security

# Email security has been updated, you can download the PDF for future reference.



# Find Dependent NetID

## NetID Management

### <u>Help</u>

### Welcome to NetID Management

Your Yale NetID provides access to important Yale electronic resources. Use this website to ensure your account is fully secure and functional.

Forgot NetID Password Change NetID Password Change Recovery Email Security Checkup Find Dependent NetID Manage DUO Devices

Manage Account

Activate NetID



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# Dependent NetID

If there is a dependent NetID associated with your account it will appear here.

<u>Manage NetID Account</u>				<u>Help</u>	
Manage Account	Find Dep	pendent N	letID		
Activate NetID Forgot NetID Password	NetID: ip298				
Change NetID Password	Please review the Dependent NetID(s) listed below. If a NetID has not				
Change Recovery Email				our NetID button below forgot your password,	
Security Checkup		the Forgot Your		forgot your password,	
Find Dependent NetID Manage DUO Devices					
Manage DOO Devices	NetID	Status	Name	Comments	
	ACTIVATE	A NETID			

# Manage DUO Devices

DUO is Yale's Multifactor authentication solution.

This link will bring you to the DUO device manager website

For more information visit <u>https://cybersecurity.yale.edu/mfa</u>

## NetID Management

Manage Account

Forgot NetID Password

Change NetID Password Change Recovery Email

Activate NetID

Security Checkup

Find Dependent NetID Manage DUO Devices

### \_\_\_\_\_

Help

### Welcome to NetID Management

Your Yale NetID provides access to important Yale electronic resources. Use this website to ensure your account is fully secure and functional.



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# Slate Activation

Undergraduates can activate their NetID account using Slate credentials

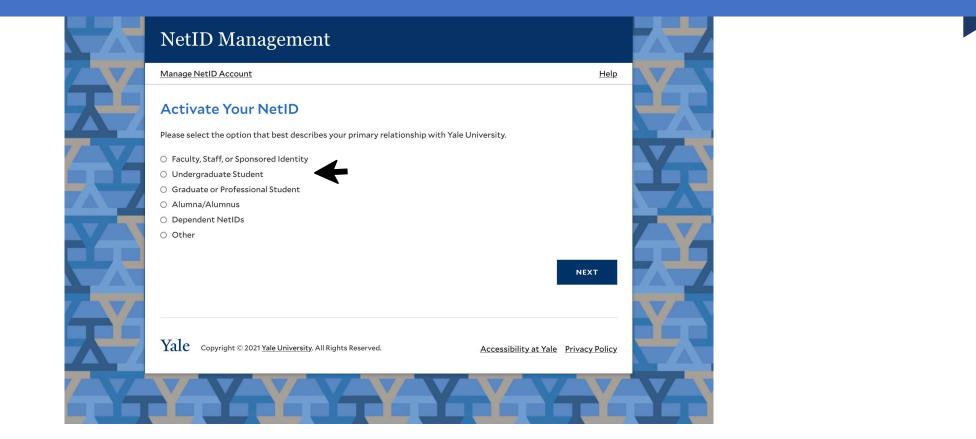
# NetID Management

### <u>Help</u>

# <section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header>

# Activate NetID with Slate credentials

Select Undergraduate Student from the menu describing your relationship with Yale and select 'Next'



# Activate your NetID by selecting the 'Yale Admissions Status Portal Login' button

	NetID Management		
М	lanage NetID Account	Help	
If 1	Activate Your NetID you are an incoming first-year, transfer, or Eli Whitney undergraduate student, please use your Yale Admiss atus Portal Sign In below to activate your NetID. YALE ADMISSIONS STATUS PORTAL LOGIN	ions	Y
yo Or	Or or any other NetID activations, please enter your pre-assigned 8 character PIN and date of birth below to activate the PIN is no longer valid. Character PIN XXXXXXX	tivate	R
Bi	rth Date Month / Day / Year CANCEL PREVIOUS	NEXT	Y
Y	Copyright © 2020 Yale University. All Rights Reserved.	ccessibility	

Activate your NetID with Slate credentials In the fields below, use your yale admissions status portal sign in to activate your NetID.

Login		
To log in, please enter your emai	address and password.	
Email Address Password Login	Forgot Your Password?	
Vale College	Home	y 🖸 t 🖪
Yale College Undergraduate	Contact Us FAQs For Counselors	

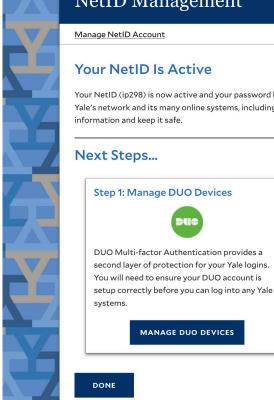
# Activate NetID Enter a non-Yale recovery email, select 'Next'

X	NetID Management	
V	Manage NetID Account Help	
¥	Recovery Email Address NetID: ip298 Please provide a valid non-Yale email address that can be used for password recovery. If you forget your password, you will be able to use the "Forgot NetID Password" option to have a reset link sent to this address.	Ŷ
Ä	Email yournonyalemail@gmail.com Retype Email yournonyalemail@gmail.com	
X	CANCEL PREVIOUS NEXT	X
Y	Yale Copyright © 2021 Yale University. All Rights Reserved. Accessibility at Yale Privacy Policy	Y

# Activate NetID Create a unique password, select 'Next'

	NetID Management	
	Ianage NetID Account	Help
	Create Your NetID Password	<del>,</del>
-	letID: ip298	
	reate your NetID password below. Please follow these <u>best practices</u> before you change your password. Yale niversity follows the <u>following protocol for password security</u> . Here are some basic rules to follow:	
	Use a long password (8-127 characters)	
	Use a mix of characters (letters, numbers and special characters except <> &  " ' :) Avoid your NetID, dictionary words, proper nouns and their common substitutions (e.g. doorbell -> d00rbe11)	7
Ne	etID Password	
•	••••••	
Re	etype NetID Password	
Pa	assword Strength	
	Looks good.	
	CANCEL PREVIOUS NEXT	
4		
7		
Y	Copyright © 2021 Yale University. All Rights Reserved.         Accessibility at Yale         Privacy P	Policy

# Activate NetID Your NetID is now active, be sure to setup DUO and verify your recovery email



### NetID Management

### Manage NetID Account

### Your NetID Is Active

Your NetID (ip298) is now active and your password has been set. Your NetID and password will give you access to Yale's network and its many online systems, including your Yale email account. Please be sure to remember your NetID information and keep it safe.

### Next Steps...



MANAGE DUO DEVICES

Step 2: Verify Your Recovery Email



An email has been sent to your non-Yale email address. Check your email and click the link to validate your recovery email address.



Help

# Activate NetID: Verify recovery email

Open your recovery email account and click 'verify email address'. You will then be able to use the 'Forgot NetID Password' option from the main menu.

### NetID Management

### Your NetID is active - Please verify your recovery email

### NetID: ip298

Your NetID is now active and your password has been set. Your NetID and password will give you access to Yale's network and its many online systems, including your Yale email account. Please be sure to remember your NetID information and keep it safe.

Click the link below to activate your recovery email account as a recovery method for a forgotten password.

VERIFY EMAIL ADDRESS

If you did not make this request, please contact **ITS Help Desk** at 203-432-9000 or submit a ticket at <a href="https://helpme.yale.edu">https://helpme.yale.edu</a>

Do not reply to this email. This message was auto-generated by the Yale NetID Management system.

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# Activate NetID: Verify recovery email

Once the recovery email has been successfully verified, a confirmation screen will display and a confirmation email will be sent to your recovery email address.

