

# 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



## 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   | 7/~ |
|   | 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 PI will no longer be valid.         8 Character PIN         XXXXXXX         Birth Date       Month v / Day v / Year v |        |     |
| X | CANCEL     PREVIOUS     NEXT       Yale     Copyright © 2021 Yale University. All Rights Reserved.     Accessibility at Yale     Privacy F   | Policy | Ż   |
| Y |  |        | 7   |

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

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

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

|              | NetID Management   |                    |
|--------------|--|--------------------|
|              | Manage NetID Account Help  |                    |
| $\mathbf{X}$ | Create Your NetID Password   | R                  |
|              | NetID: ip298   |                    |
|              | Create your NetID password below. Please follow these <u>best practices</u> before you change your password. Yale<br>University follows the <u>following protocol for password security</u> . Here are some basic rules to follow: |                    |
|              | - Use a long password (8-127 characters)   |                    |
|              | <ul> <li>Avoid your NetID, dictionary words, proper nouns and their common substitutions (e.g. doorbell -&gt; d00rbe11)</li> </ul>   |                    |
|              | NetID Password   | <b>T</b>           |
|              |  |                    |
|              | Retype NetID Password  |                    |
|              |  |                    |
| $\Delta_{-}$ | Password Strength  | $\mathbf{\Lambda}$ |
|              |  |                    |
|              | CANCEL PREVIOUS NEXT   |                    |
|              |  |                    |
|              |  |                    |
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|              |  |                    |

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



#### NetID Management

#### 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.



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 Managen   | nent  |                | $\mathbf{X}\mathbf{A}$ |
|---|---|---|----------------|------------------------|
|   | Manage NetID Account<br>Manage Account<br>Activate NetID<br>Forgot NetID Password<br>Change NetID Password<br>Change Recovery Email<br>Security Checkup<br>Find Dependent NetID<br>Manage DUO Devices | Forgot Your NetID Password         Enter your NetID and recovery email below and click next.         NetID         Recovery Email         If you forgot your NetID, please contact the ITS Help Desk. | Help           |                        |
| Æ | Yale Copyright © 2021 <u>Yale Unive</u>   | ersity. All Rights Reserved. Accessibility at Yale  | Privacy Policy | YY                     |

## 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'

|                         | 0   |   |
|-------------------------|---|---|
|                         | Manage NetID Account  | He  |
|                         | Manage Account  | Reset Your NetID Password   |
| YY                      | Activate NetID<br>Forgot NetID Password<br>Change NetID Password<br>Change Recovery Email<br>Security Checkup | Enter Your NetID  |
| <del>-</del> Y-1        | Find Dependent NetID<br>Manage DUO Devices  | Enter Your New Password   |
|                         |   | before your new NetLD password below. Please rollow these <u>best practice</u><br>before you change your password. Yale University follows the <u>following</u><br><u>protocol for password security</u> . Here are some basic rules to follow: |
| <b>X</b>                |   | <ul> <li>Use a long password (8-127 characters)</li> <li>Use a mix of characters (letters, numbers and special characters except &gt; &amp;  " · ;)</li> <li>A void your NetID, dictionary words, proper nouns and their common</li> </ul>      |
|                         |   | substitutions (e.g. doorbell -> d00rbe11) New NetID Password  |
| $\overline{\mathbf{X}}$ |   | Retype New NetID Password   |
| T T                     |   | Password Strength   |
| PA                      |   | CANCEL  |
|                         | Vale  |   |
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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<br>Activate NetID<br>Forgot NetID Password<br>Change NetID Password<br>Change Recovery Email<br>Security Checkup<br>Find Dependent NetID<br>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

Help

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

## **Central Authentication Service**

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

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

| Manage NetID Account  | Help  |   |
|---|---|---|
| Manage Account  | Change NetID Password   |   |
| Activate NetID<br>Forgot NetID Password<br>Change NetID Password<br>Change Recovery Email<br>Security Checkup<br>Find Dependent NetID<br>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:         - Use a long password (8-127 characters)         - 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 subtructions (e.g. doorbell > d00rbe11)         Current Password |   |
|   | Password Strength   |   |
| Yale convright © 2021 Vale Uni  | versity, All Rights Reserved.   | X |

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

# Change Recovery Email

Update and verify your non-Yale recovery email

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

## **Central Authentication Service**

| Manage NetID Account  | <u>Help</u>   |
|---|---|
| Make sure your session is<br>secureBefore entering your NetID and password,<br>verify that the URL for this page begins<br>with:https://secure.its.yale.eduTo protect your privacy, quit your web<br>browser when you are finished with your<br>session | Sign In   NetID   Password   Forgot My Password   SIGN IN |
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## Change Recovery Email Enter a new non-Yale recovery email and retype, select 'Next'

| Manage Account                                 | Change Recovery Email  |            |
|--|--|------------|
| Activate NetID<br>Forgot NetID Password        | NetID: ip298   |            |
| Change NetID Password<br>Change Recovery Email | Current Recovery Email:  |            |
| Security Checkup<br>Find Dependent NetID       | Important: If you forget your password and there is a verified recovery<br>email on file, you can use the "Forgot NetID Password" option to have a<br>reset link sent to that email address. |            |
| Manage DUO Devices                             | Your recovery email must be a non-Yale email.  | <b>Α</b> Υ |
|  | New Recovery Email   |            |
|  | Retype New Recovery Email  |            |
|  | CANCEL   |            |
|  |  |            |

# Change Recovery Email

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

## 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 Managem   |  |  |
|---|---|--|--|
|   | Manage NetID Account  | Help   |  |
|   | Manage Account<br>Activate NetID<br>Forgot NetID Password<br>Change NetID Password<br>Change Recovery Email<br>Security Checkup<br>Find Dependent NetID<br>Manage DUO Devices | Recovery Email Verified<br>You have verified the following email address. You can now use the "Forgot<br>NetID Password" option to have a reset link sent to this email address.<br>Email Address: @@gmail.com |  |
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# 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<br>secureBefore entering your NetID and password,<br>verify that the URL for this page begins<br>with:https://secure.its.yale.eduTo protect your privacy, quit your web<br>browser when you are finished with your<br>session | Sign In   NetID   Password   Forgot My Password   SIGN IN   |
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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  |  | Help                        |
|---|--|-----------------------------|
| Manage Account  | Security Checkup                       |                             |
| Forgot NetID Password<br>Change NetID Password<br>Change Recovery Email<br>Gecurity Checkup | Password Strength                      | $\sim$                      |
| ind Dependent NetID<br>Manage DUO Devices   | Recovery Email                         | ~                           |
|   | Contract Email Security                | ~                           |
|   | 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  $\vee$ 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  | Help    |
| <u></u>        | Manage Account     Security Checkup       Activate NetID     NetID: pt393   | X       |
| $\mathbb{Z}_2$ | Change NetID Password<br>Change Recovery Email<br>Security Checkup<br>Find Dependent NetID<br>Massee DI D Devises<br>Change Recovery Email<br>Security Checkup<br>Find Dependent NetID<br>Massee DI D Devises |         |
| ÉŻ             | CHANGE NETID PASSWORD   | X       |
| X              | Recovery Email     Email Security   |         |
| X              | DONE  | X       |
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# 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<br>Activate NetID<br>Forgot NetID Password<br>Change NetID Password<br>Change Recovery Email<br>Security Checkup<br>Find Dependent NetID<br>Manage DUO Devices | Security Checkup<br>NetID: ip298<br>Password Strength<br>Recovery Email<br>You do not have a verified non-Yale recovery email<br>CHANGE RECOVERY EMAIL | on file.       |   |
|   |   | Security   | ~              | Y |
| Ż | Yale Copyright © 2021 <u>Yale Unive</u>   | rsity. All Rights Reserved. Accessibility at Yale  | Privacy Policy | X |

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

| NetID Manager  | ment   |
|--|--|
| Manage NetID Account   | Help   |
| Manage Account<br>Activate NetID<br>Forgot NetID Password<br>Change NetID Password | Security Checkup<br>NetID: ip298                                   |
| Change Recovery Email<br>Security Checkup<br>Find Dependent Net ID                 | <ul> <li>Password Strength</li> </ul>                              |
| Manage DUO Devices   |  |
|  | 🛞 Email Security 🗸 🗸   |
|  | DONE   |
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|  |  |

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

| Manage Account<br>Activate NetID<br>Forgot NetID Password                                  | Security Checkup<br>NetID: ip298                             |
|--|--|
| Change NetID Password<br>Change Recovery Email<br>Security Checkup<br>Find Dependent NetID | $\bigcirc$ Password Strength $\checkmark$                    |
| Manage DUO Devices   |  |
|  | Kernail Security     Your email security requires an update. |
|  | LEARN MORE   |
|  | DONE   |
| Vala   |  |

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



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



# Find Dependent NetID

## NetID Management

#### Help

#### Manage Account

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



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

Welcome to NetID Management

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# Dependent NetID

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

| Manage NetID Account                    |                 |                     |                     | Help                   |  |
|---|-----------------|---------------------|---------------------|------------------------|--|
| Manage Account                          | Find De         | pendent N           | letID               |                        |  |
| Activate NetID<br>Forgot NetID Password | NetID: ip298    |                     |                     |                        |  |
| Change NetID Password                   | Please review   | the Dependent N     | letID(s) listed bel | ow. If a NetID has not |  |
| Security Checkup                        | on this page. I | f a NetID is alread | dy active but you   | forgot your password,  |  |
| Find Dependent NetID                    | please click or | n the Forgot Your   | Password link.      |                        |  |
| Manage DOO Devices                      | NetID           | Status              | Name                | Comments               |  |
|   | ACTIVATE        |                     |                     |                        |  |
|   | ACTIVATE        | ANETID              |                     |                        |  |
|   |                 |                     |                     |                        |  |

# 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

Find Dependent NetID Manage DUO Devices

Activate NetID

Security Checkup

#### 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

# Slate Activation

Undergraduates can activate their NetID account using Slate credentials

## NetID Management

#### <u>Help</u>

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

## 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  | _         |   |
|---|---|-----------|---|
|   | Manage NetID Account  | Help      |   |
|   | Activate Your NetID   |           |   |
|   | lf you are an incoming first-year, transfer, or Eli Whitney undergraduate student, please use your Yale Admissio<br>Status Portal Sign In below to activate your NetID.                           | IS        |   |
| Y | YALE ADMISSIONS STATUS PORTAL LOGIN   |           | Y |
| - | Or<br>For any other NetID activations, please enter your pre-assigned 8 character PIN and date of birth below to activ<br>your NetID.<br>Once your NetID is activated the PIN is no longer valid. | ate       |   |
|   | 8 Character PIN XXXXXXXX  |           |   |
| Y | Birth Date Month / Day / Year /   |           | Y |
| Y | CANCEL PREVIOUS N   | хт        | Y |
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|   |   |           |   |

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 | l address and password. |         |
| Email Address Password            | Forgot Your Password?   |         |
| Login                             |                         |         |
|                                   |                         |         |
| Yale College                      | Home<br>Contact Us      | 🛩 🖸 t 🖪 |
| 0                                 |                         |         |

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

|   | NetID Management  |        |
|---|---|--------|
|   | Manage NetID Account  | Help   |
|   | Recovery Email Address  |        |
| Y | NetID: 1p298<br>Please provide a valid non-Yale email address that can be used for password recovery. If you forget your password,<br>will be able to use the "Forgot NetID Password" option to have a reset link sent to this address. | , you  |
|   | Email   |        |
| X | Retype Email<br>yournonyalemail@gmail.com   | X      |
| X | CANCEL PREVIOUS NEXT  | Y      |
| Y | Yale Copyright © 2021 Yale University. All Rights Reserved. Accessibility at Yale Privacy   | Policy |
|   |   |        |

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

|              | NetID Management   |            |
|--------------|--|------------|
|              | Manage NetID Account Help  |            |
| $\mathbf{X}$ | Create Your NetID Password   | R          |
|              | NetID: ip298   |            |
|              | Create your NetID password below. Please follow these <u>best practices</u> before you change your password. Yale<br>University 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 < > &  " ';)<br>- Avoid your NetID, dictionary words, proper nouns and their common substitutions (e.g. doorbell -> d00rbe11)                            | 7          |
|              | NetiD Password   |            |
|              | Retype NetID Password  |            |
|              | Parquerd Strength  | <u>Y</u> r |
|              | Looks and  |            |
|              |  | Y          |
|              | 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

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



DUO Multi-factor Authentication provides a second layer of protection for your Yale logins. You will need to ensure your DUO account is setup correctly before you can log into any Yale

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.

