NetID Management Tool
User Guide

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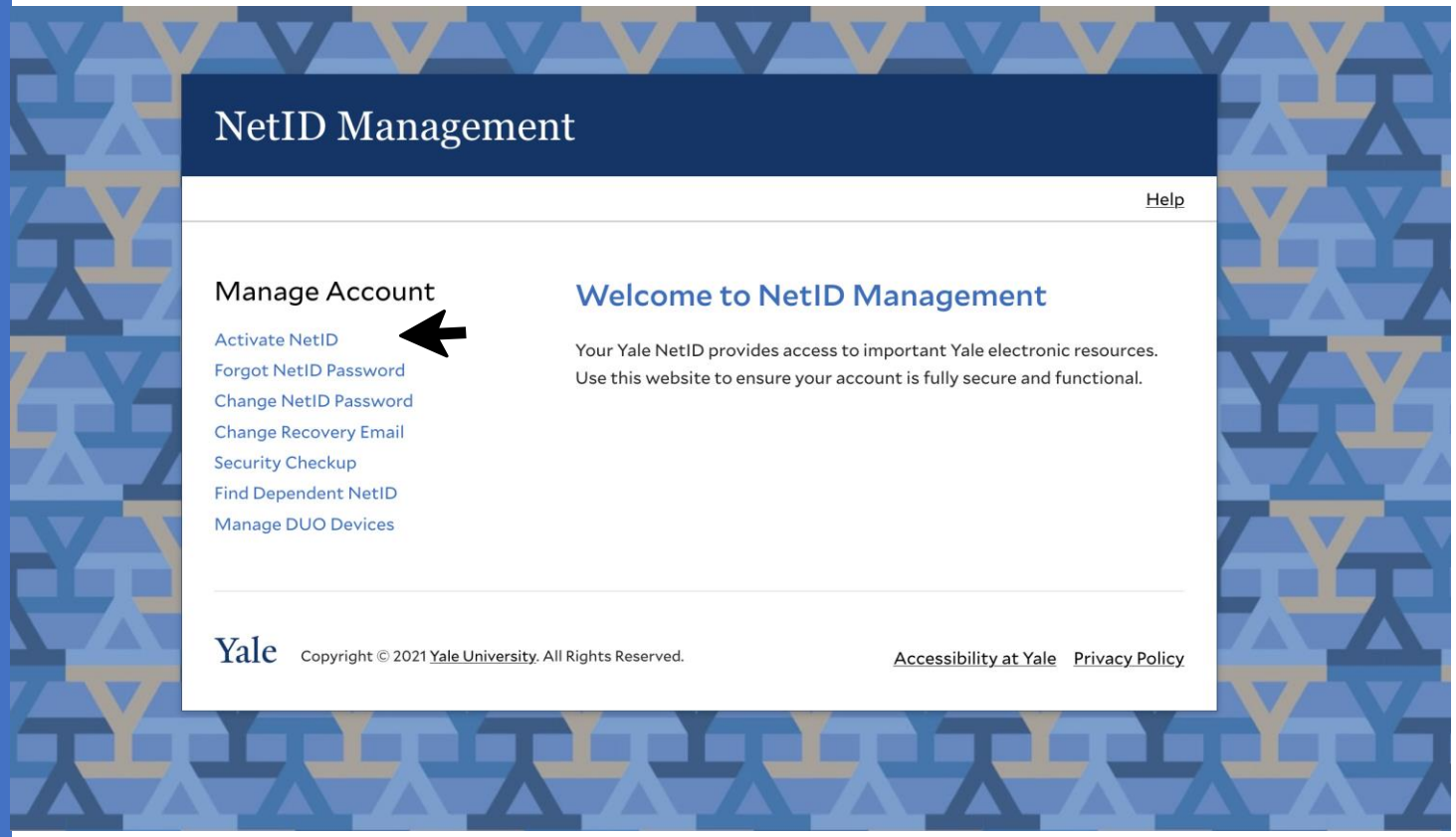
Managing Your NetID

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

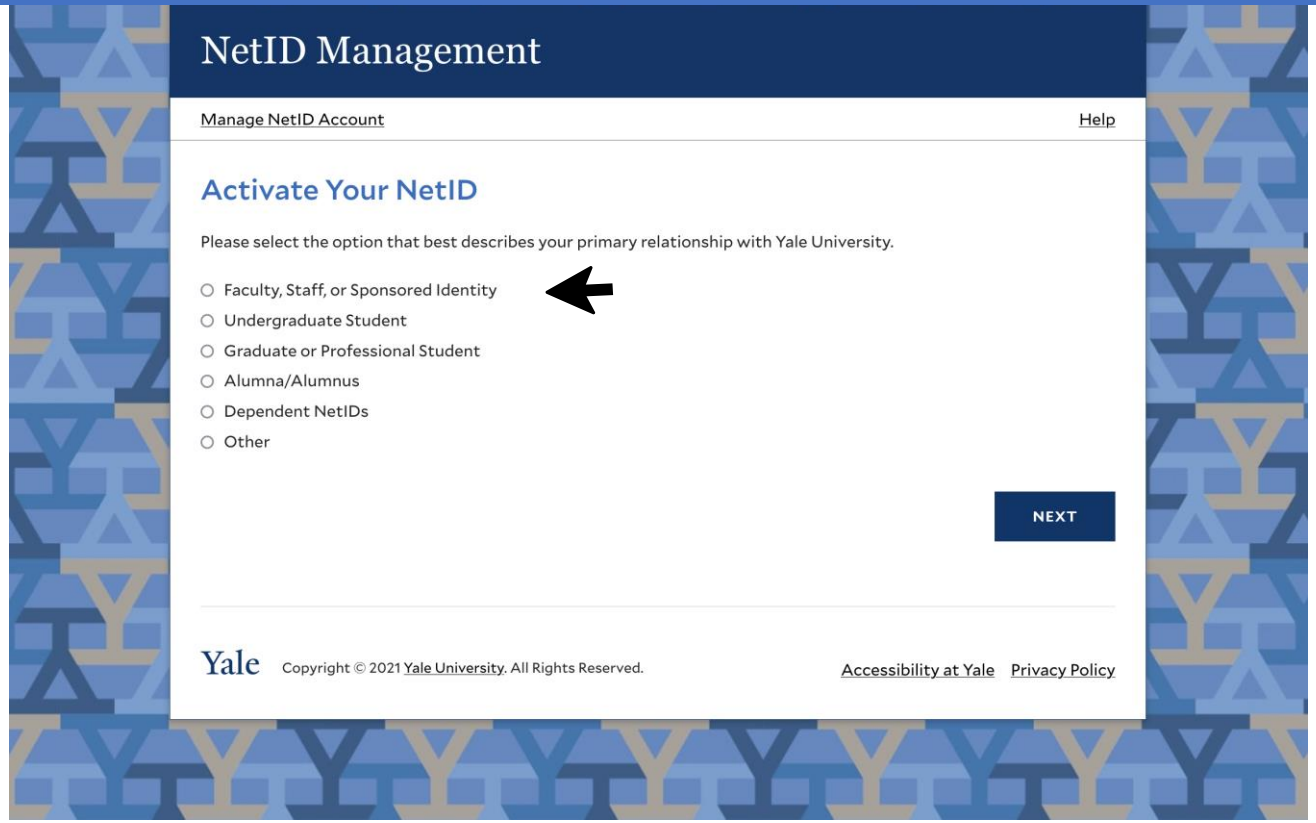
Activate NetID

- Activate your NetID so you can access Yale electronic resources



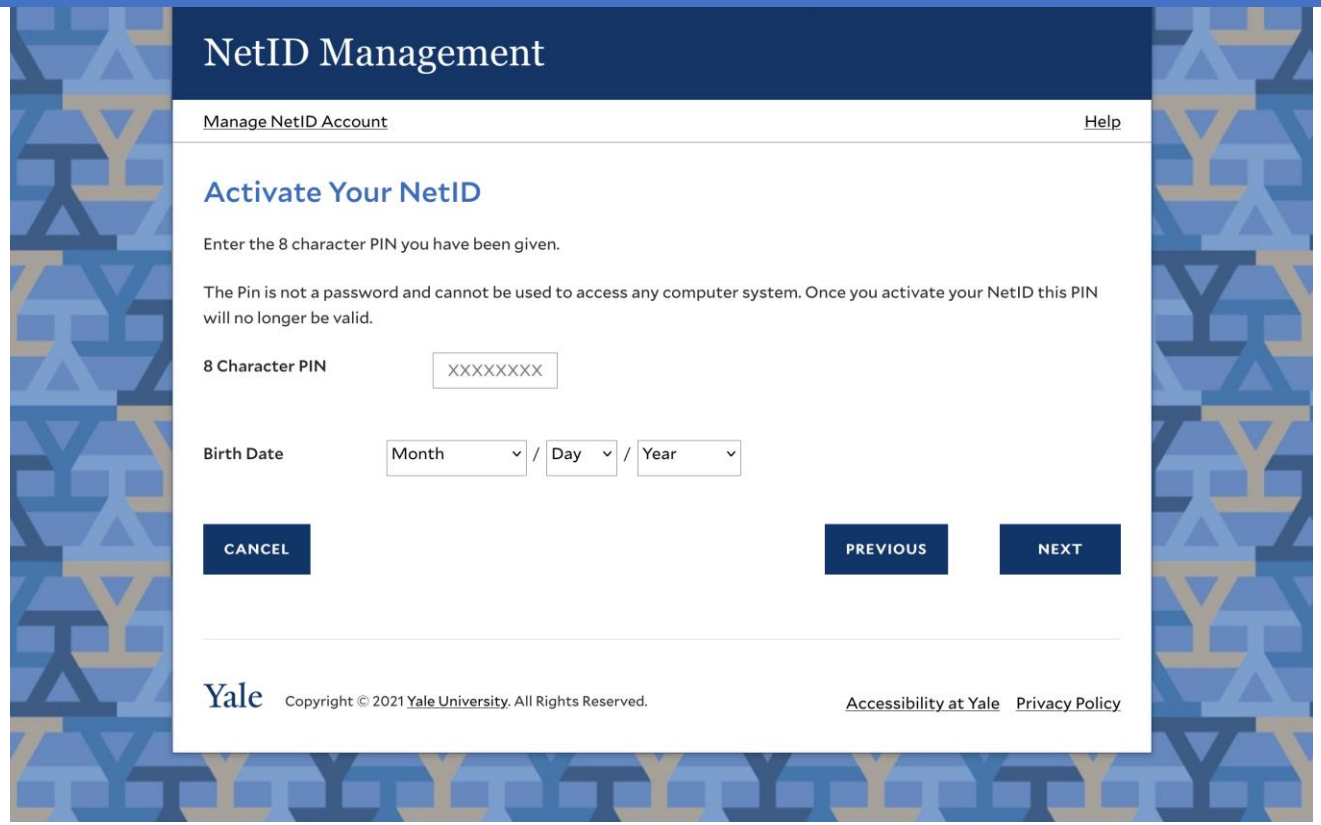
Activate NetID

Select current relationship with Yale and select 'Next'



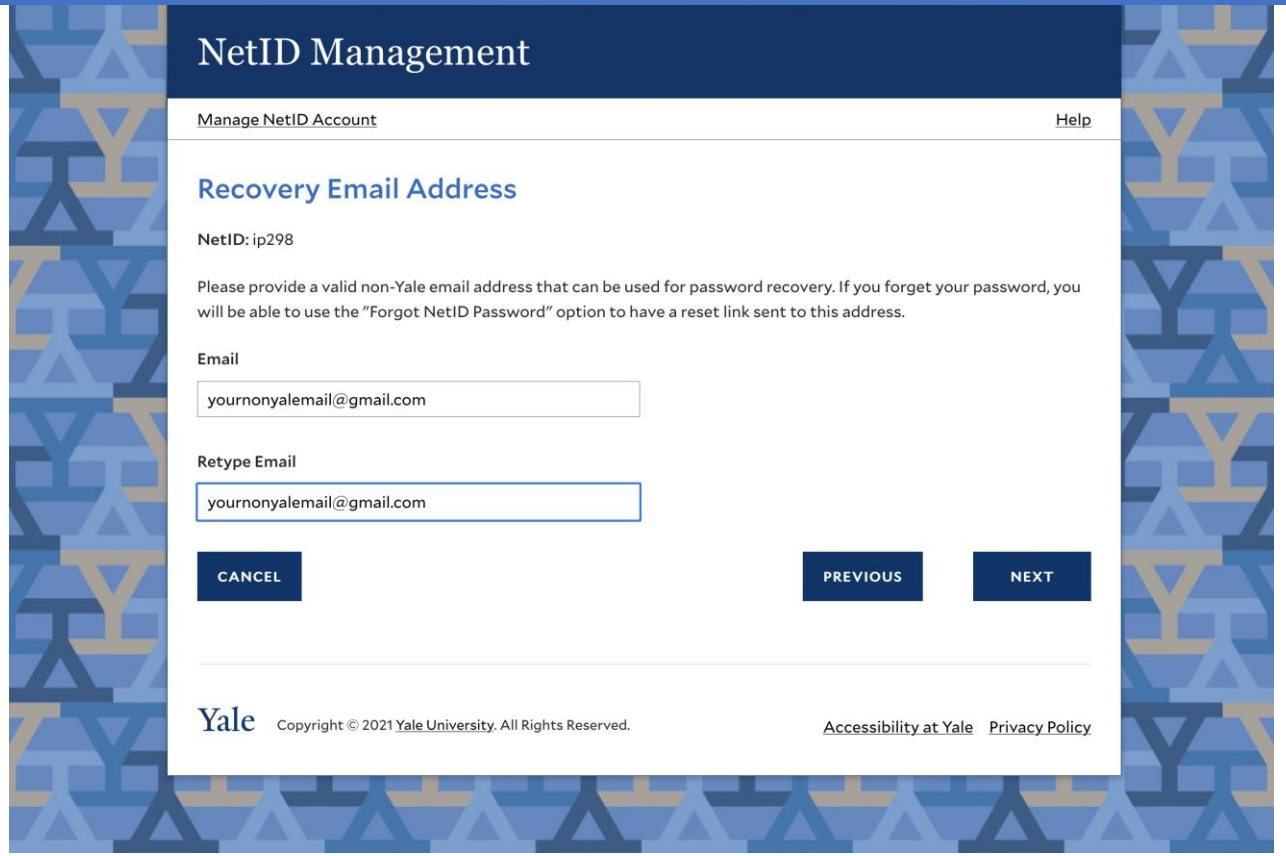
Activate NetID

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



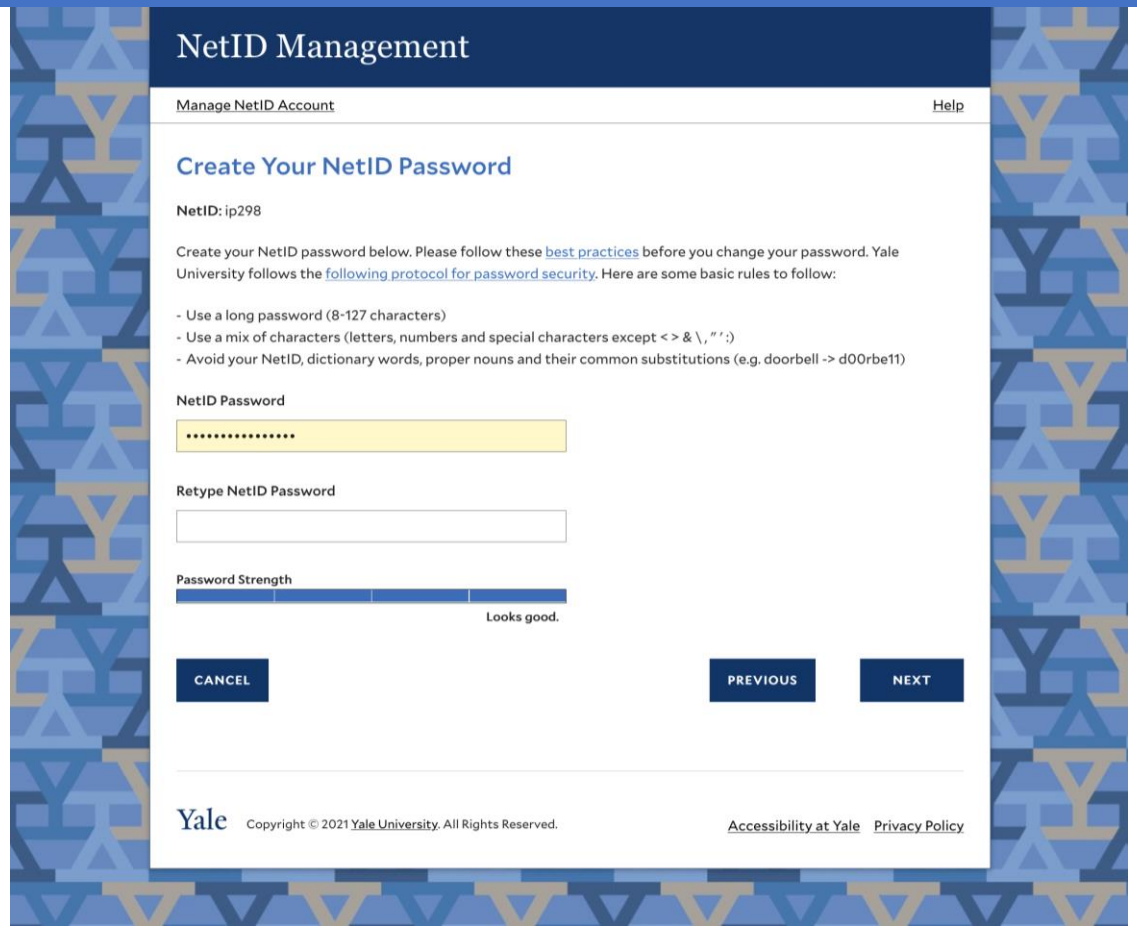
Activate NetID

Enter a non-Yale recovery email, select 'Next'



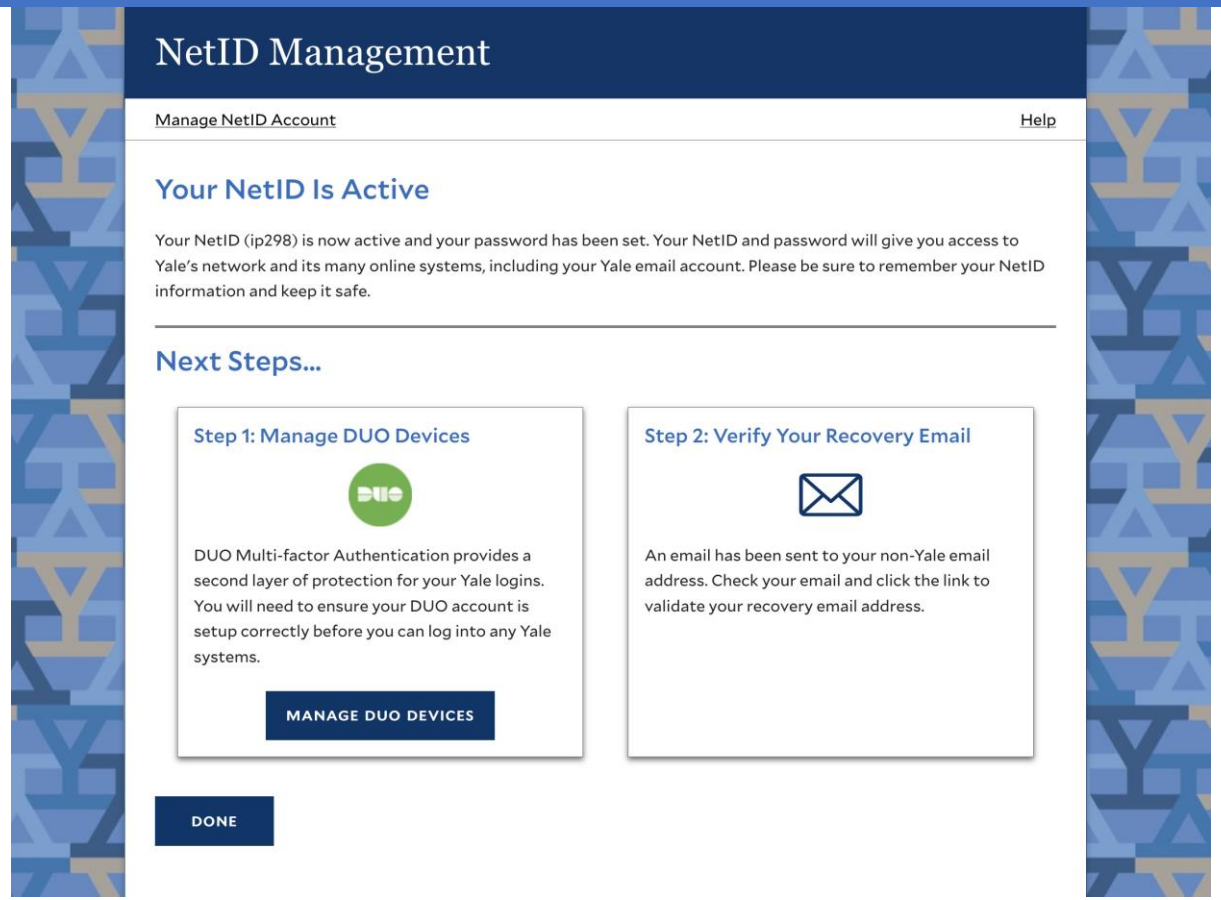
Activate NetID

Create a unique password, select 'Next'



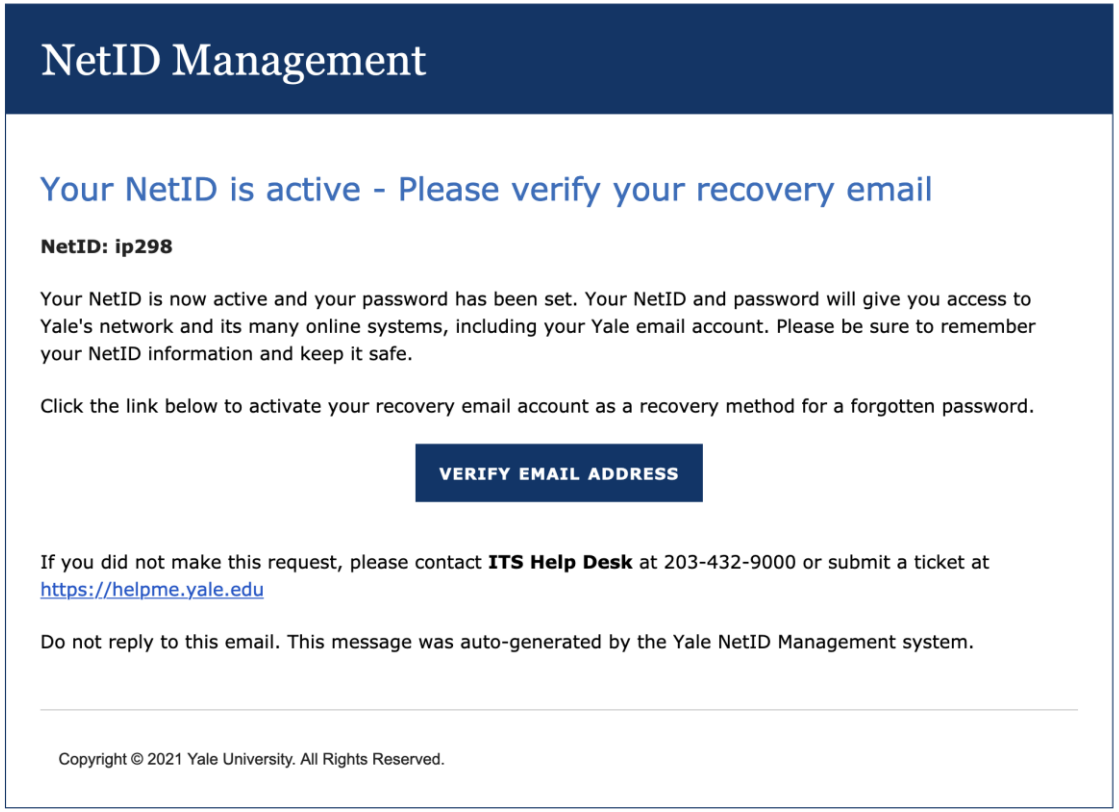
Activate NetID

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



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 https://helpme.yale.edu

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

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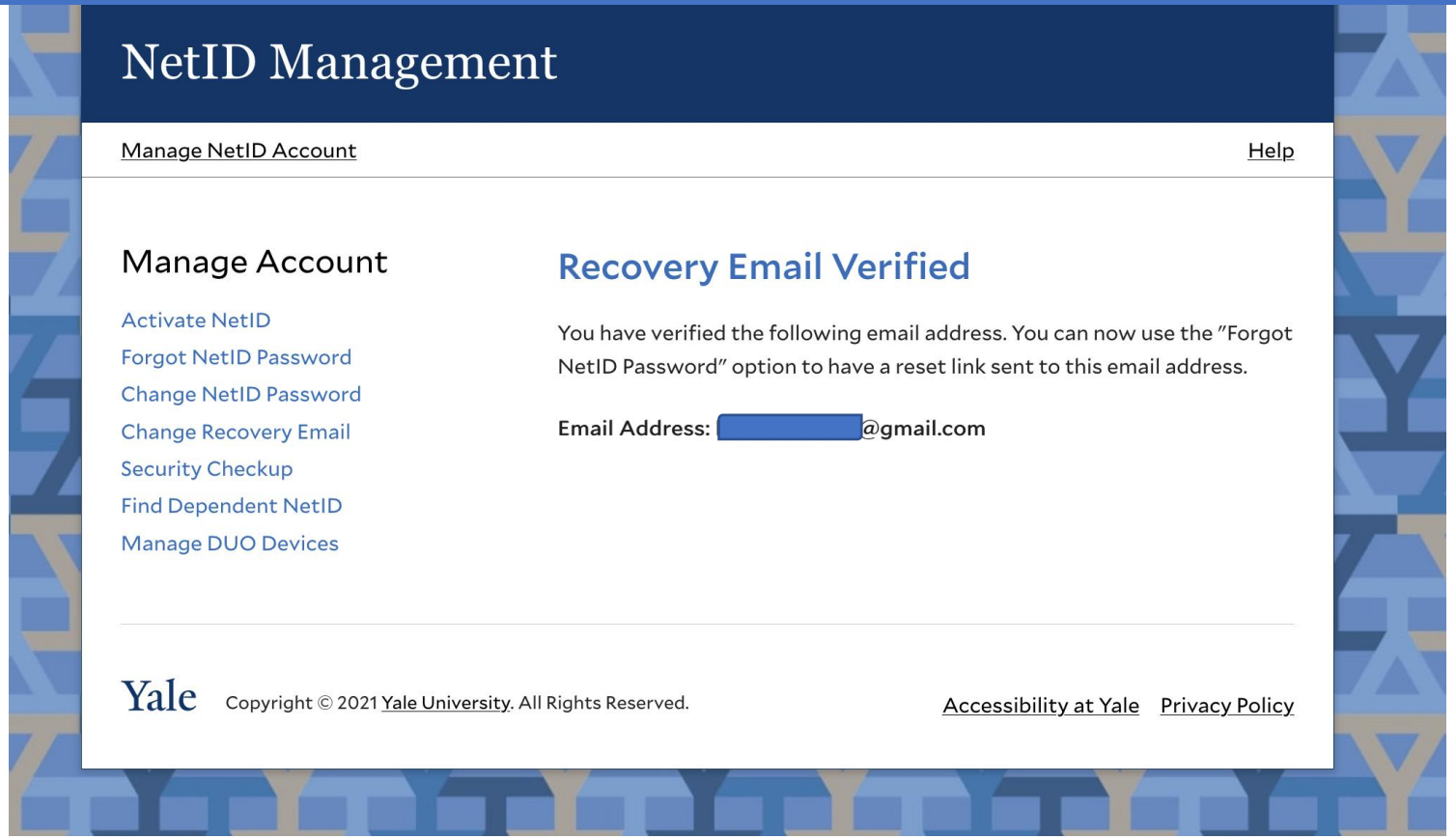
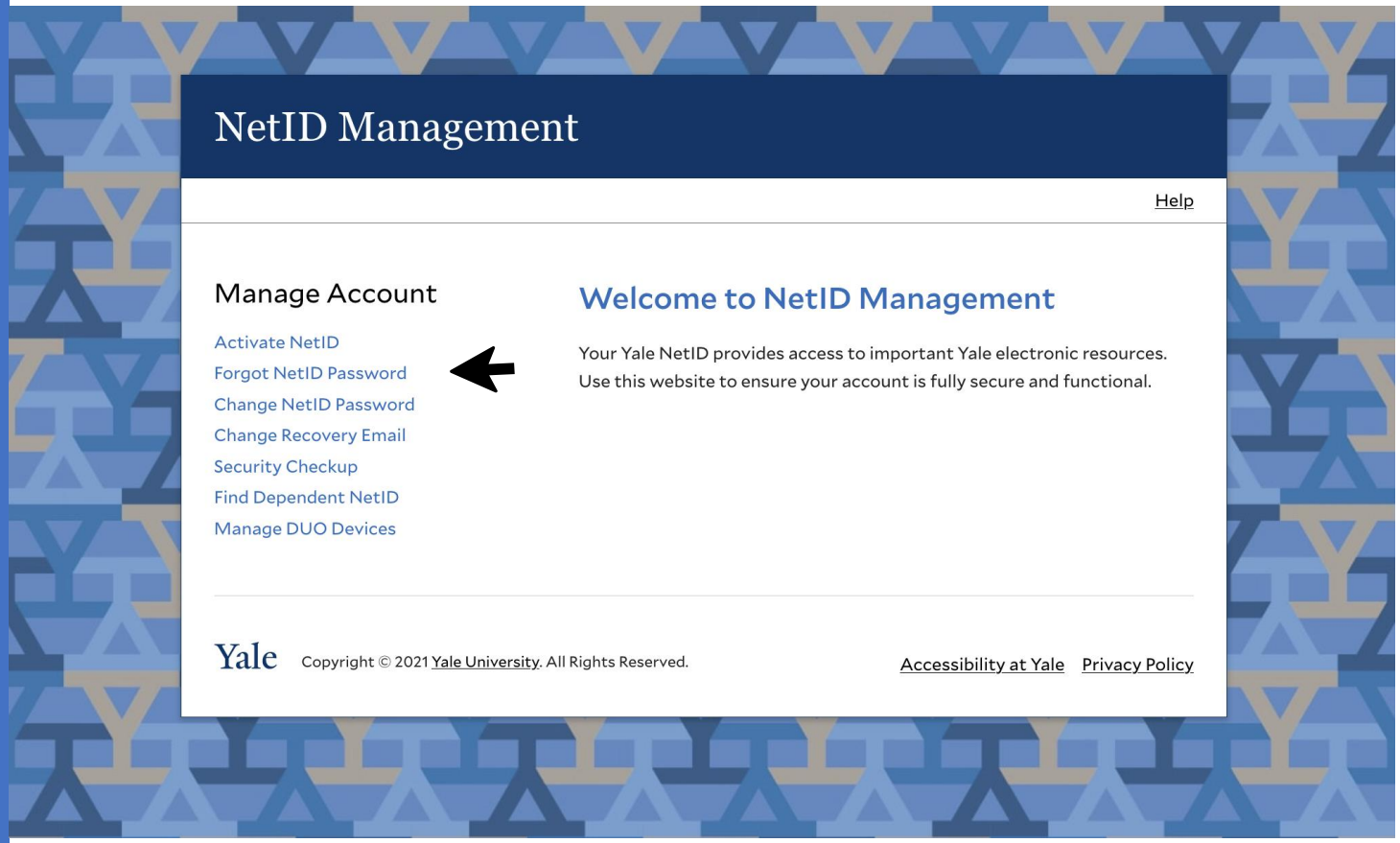
Activate NetID: Verify recovery email

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.



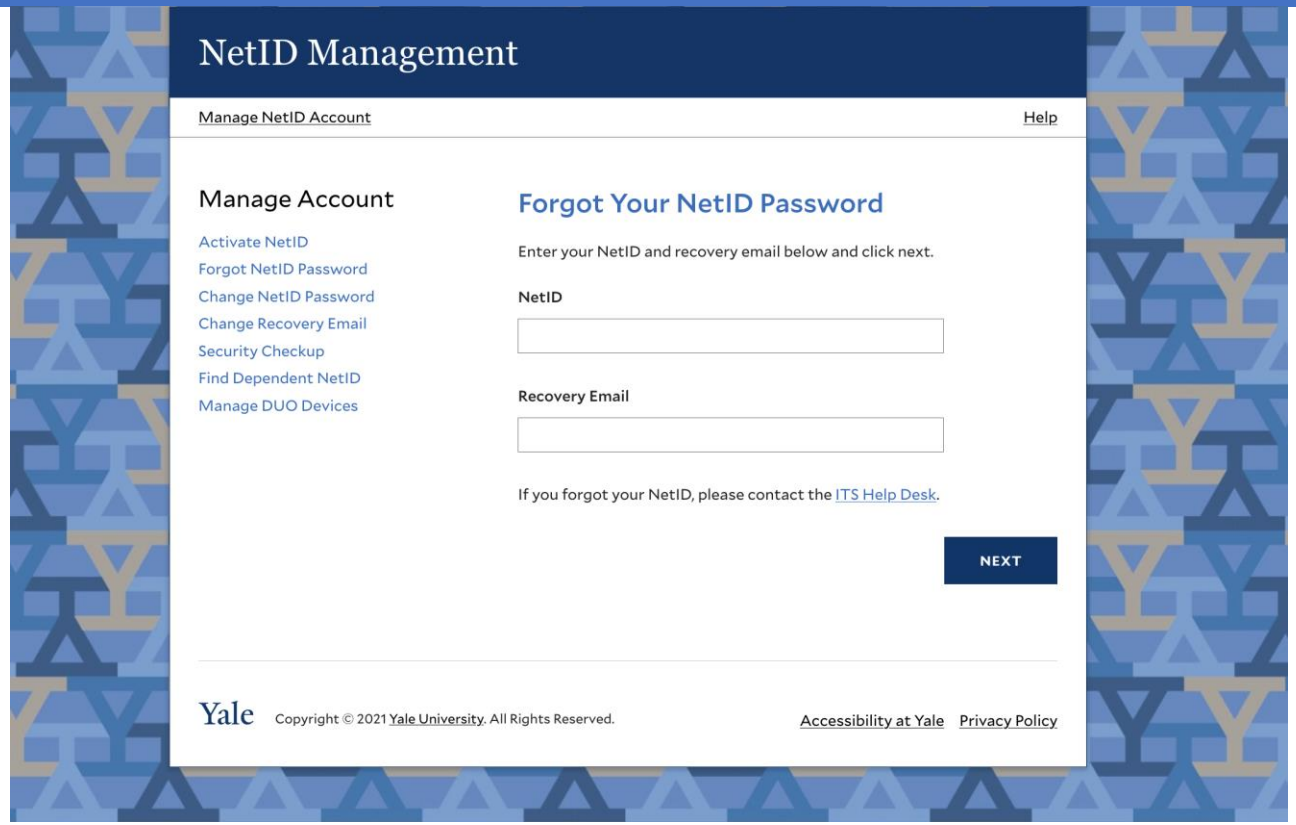
Forgot NetID Password

- Use your recovery email to reset your forgotten NetID password



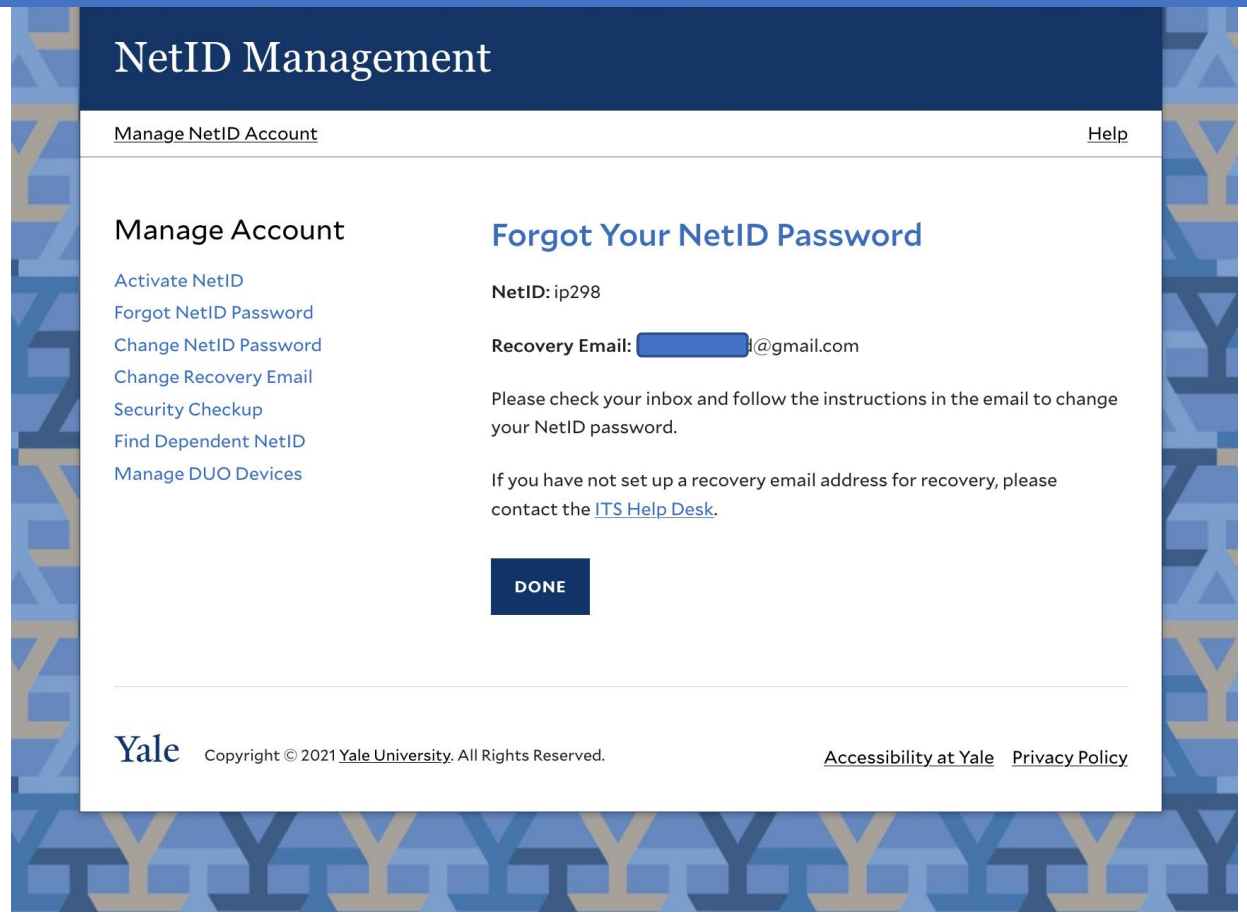
Forgot NetID Password

Enter your NetID and recovery email on file



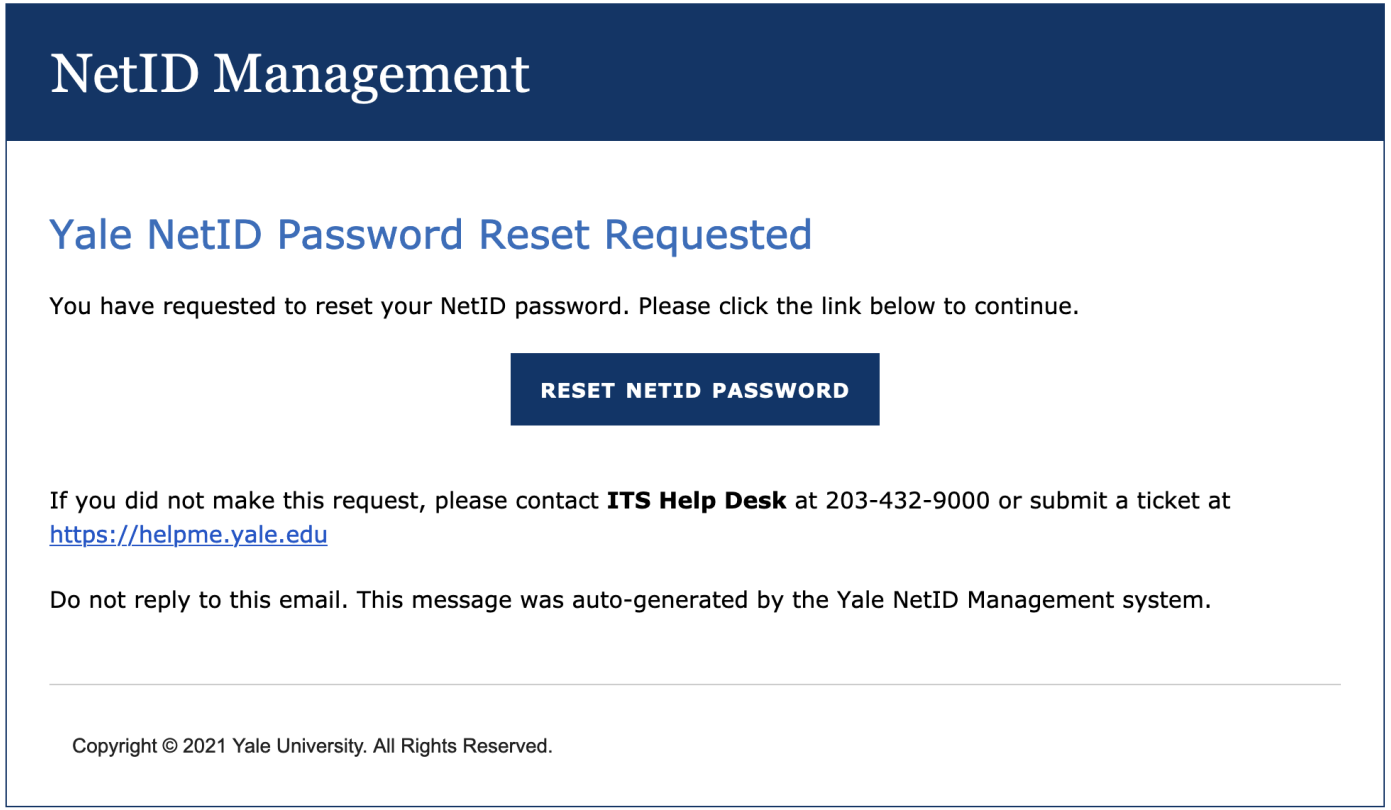
Forgot NetID Password

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 https://helpme.yale.edu

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

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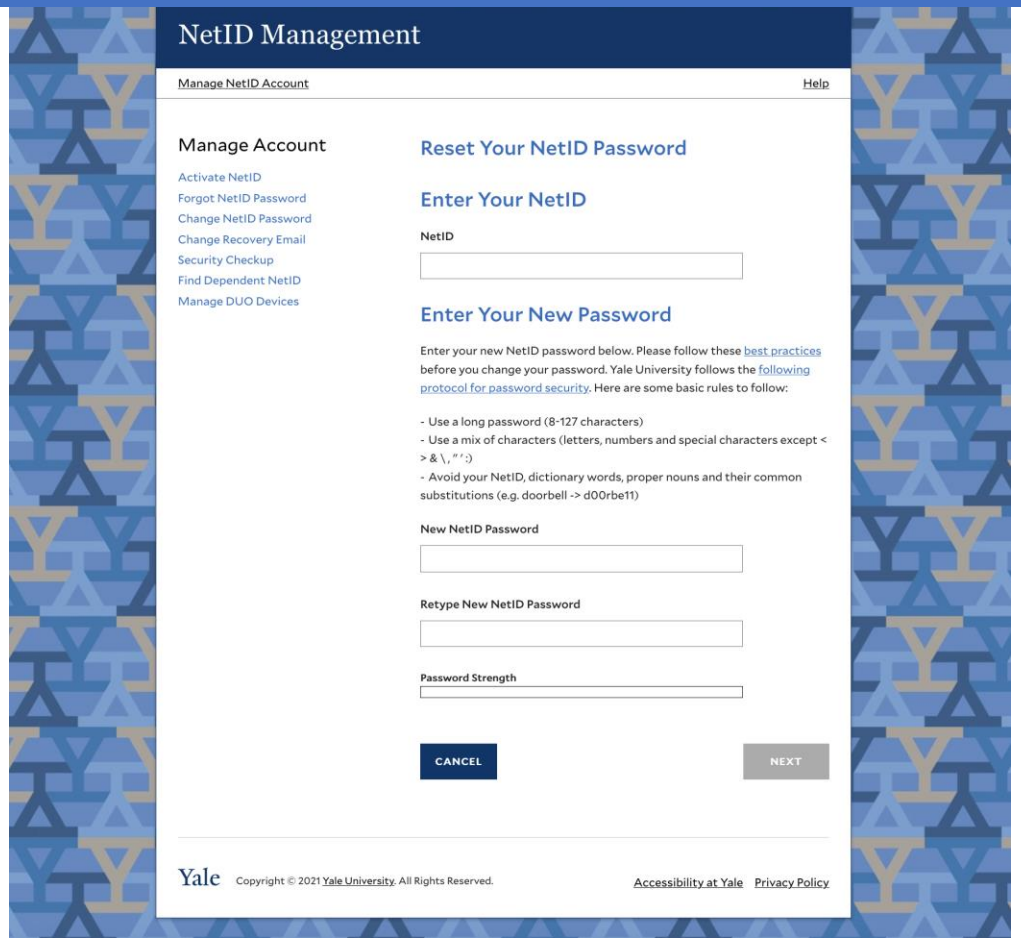
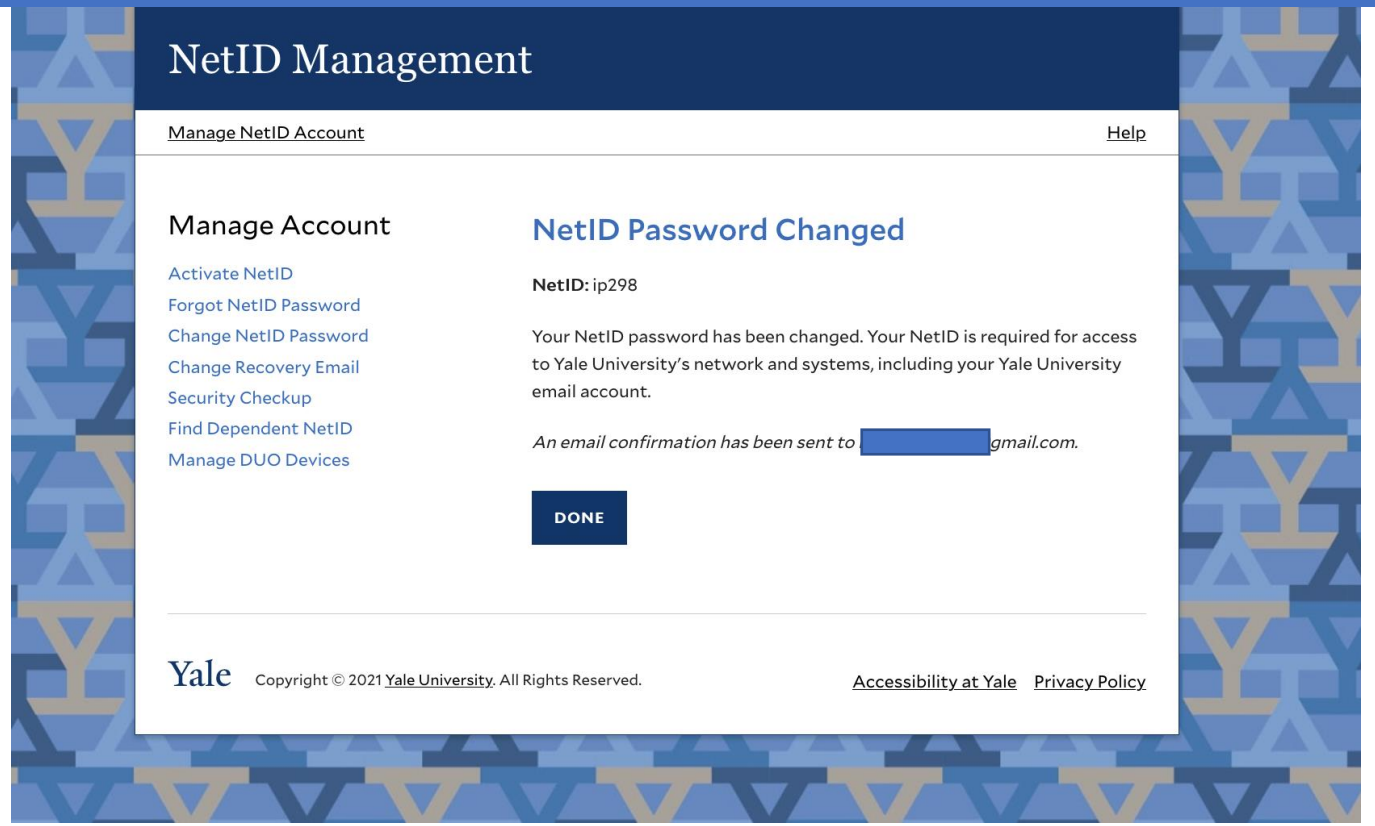
Forgot NetID Password

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

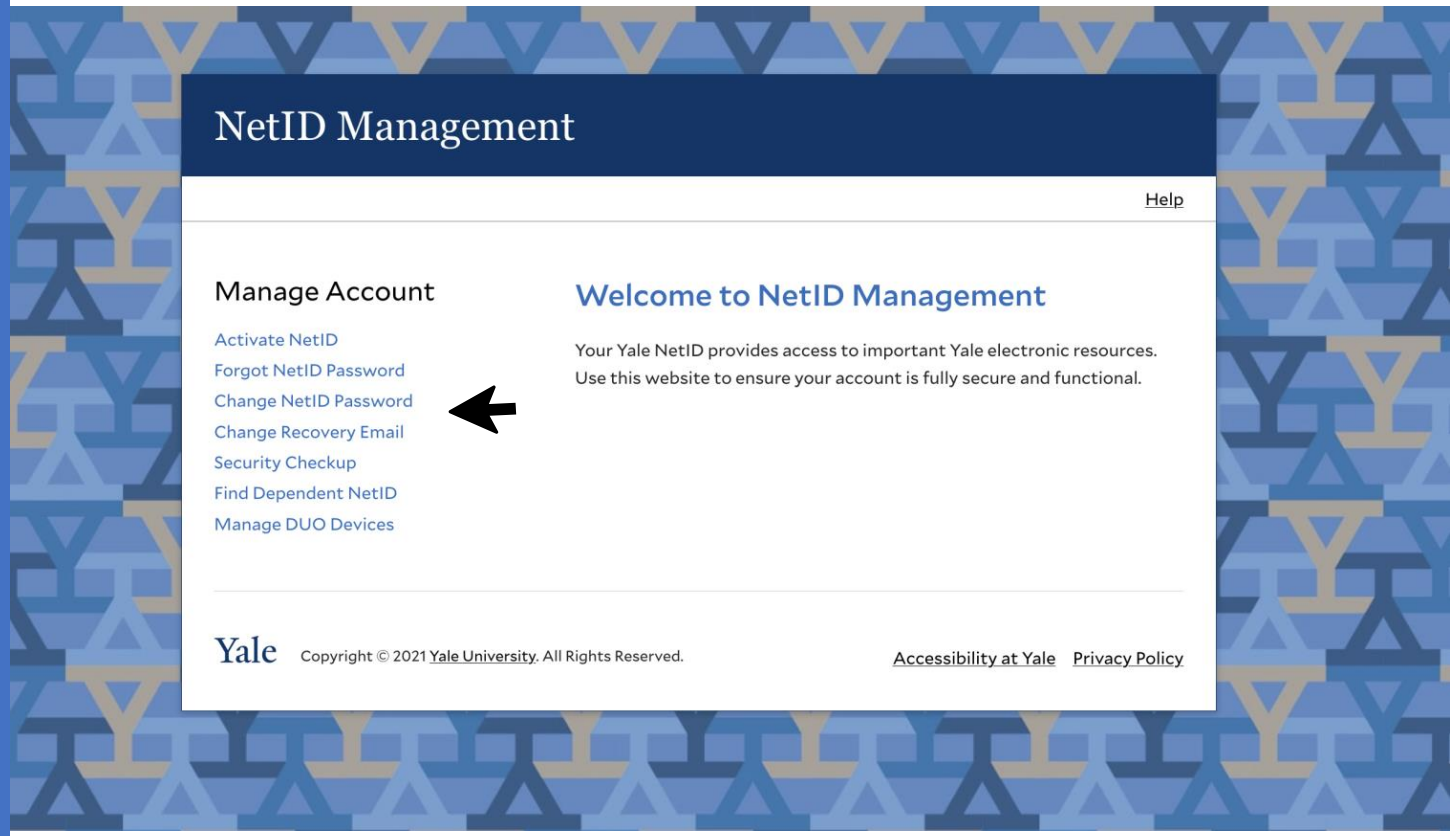


Forgot NetID Password

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

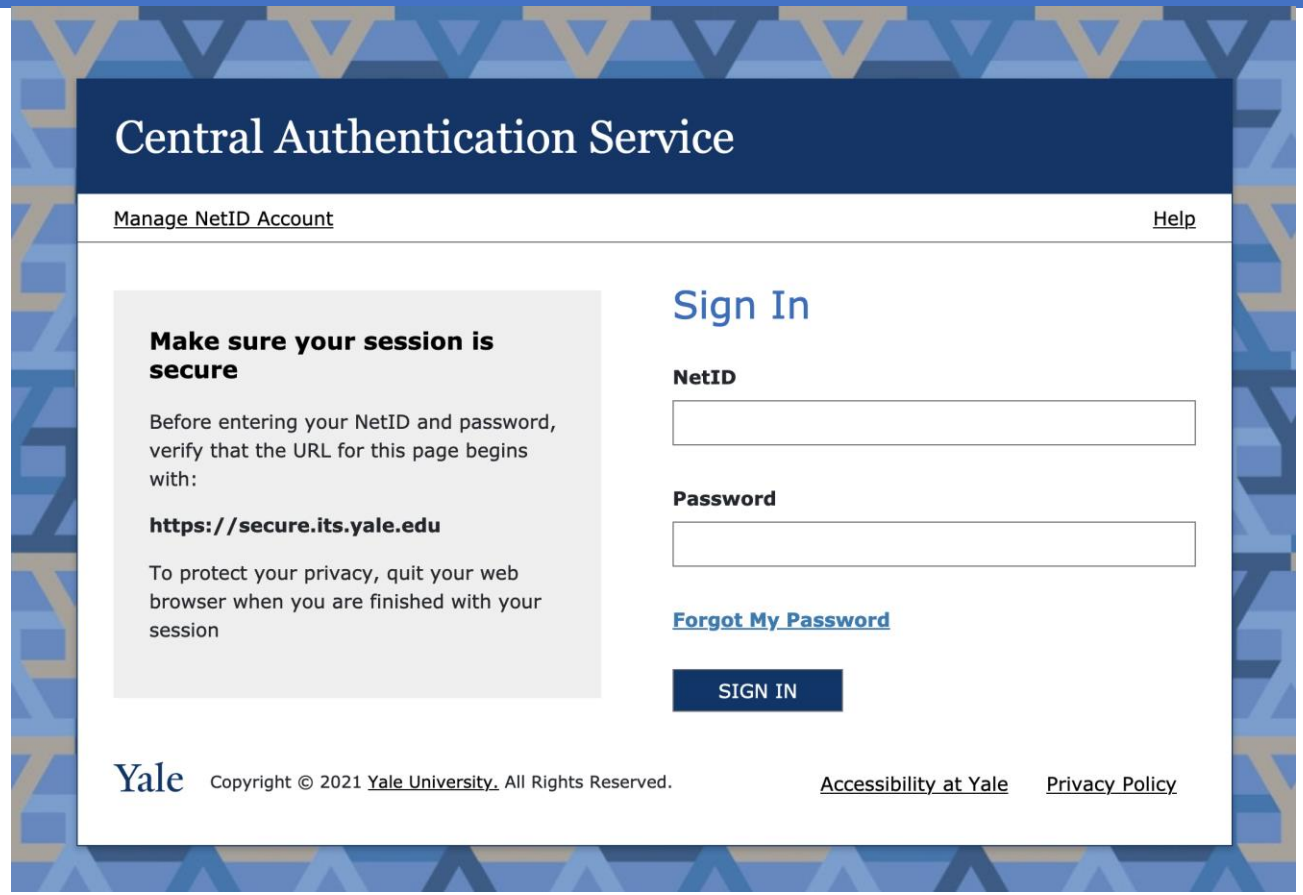


Change NetID Password



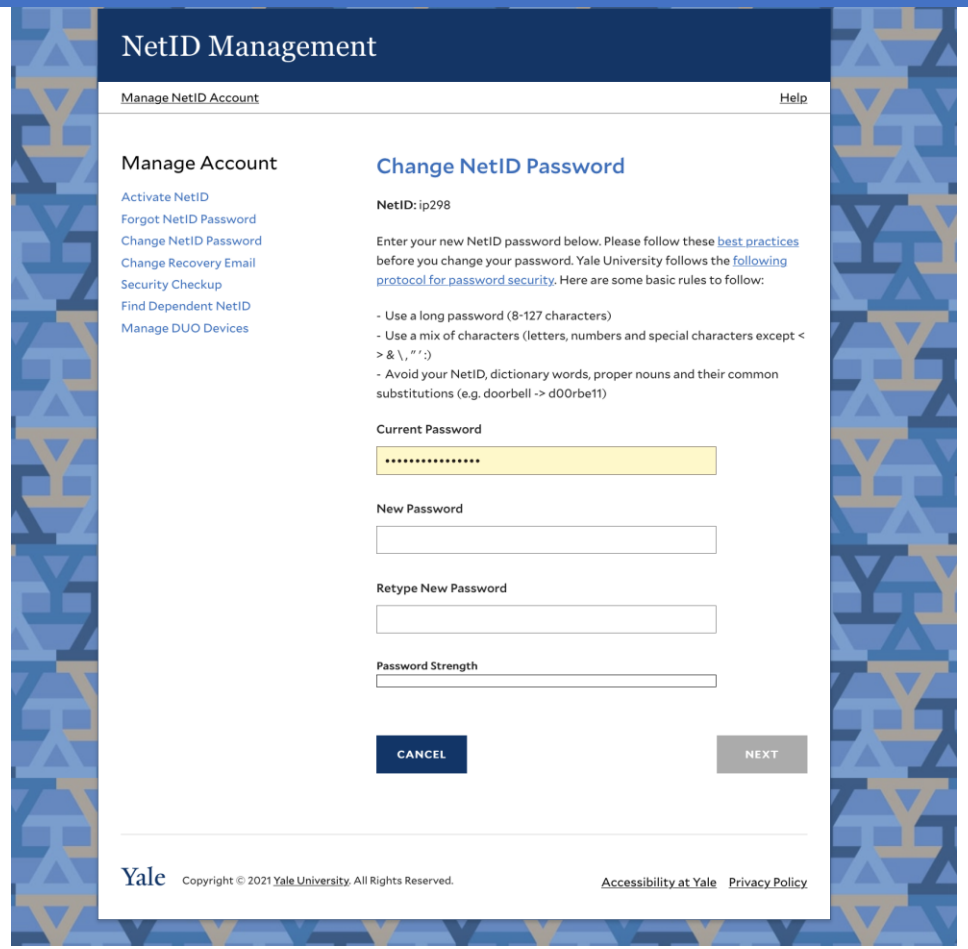
Change NetID Password

Log in through CAS with your NetID and password



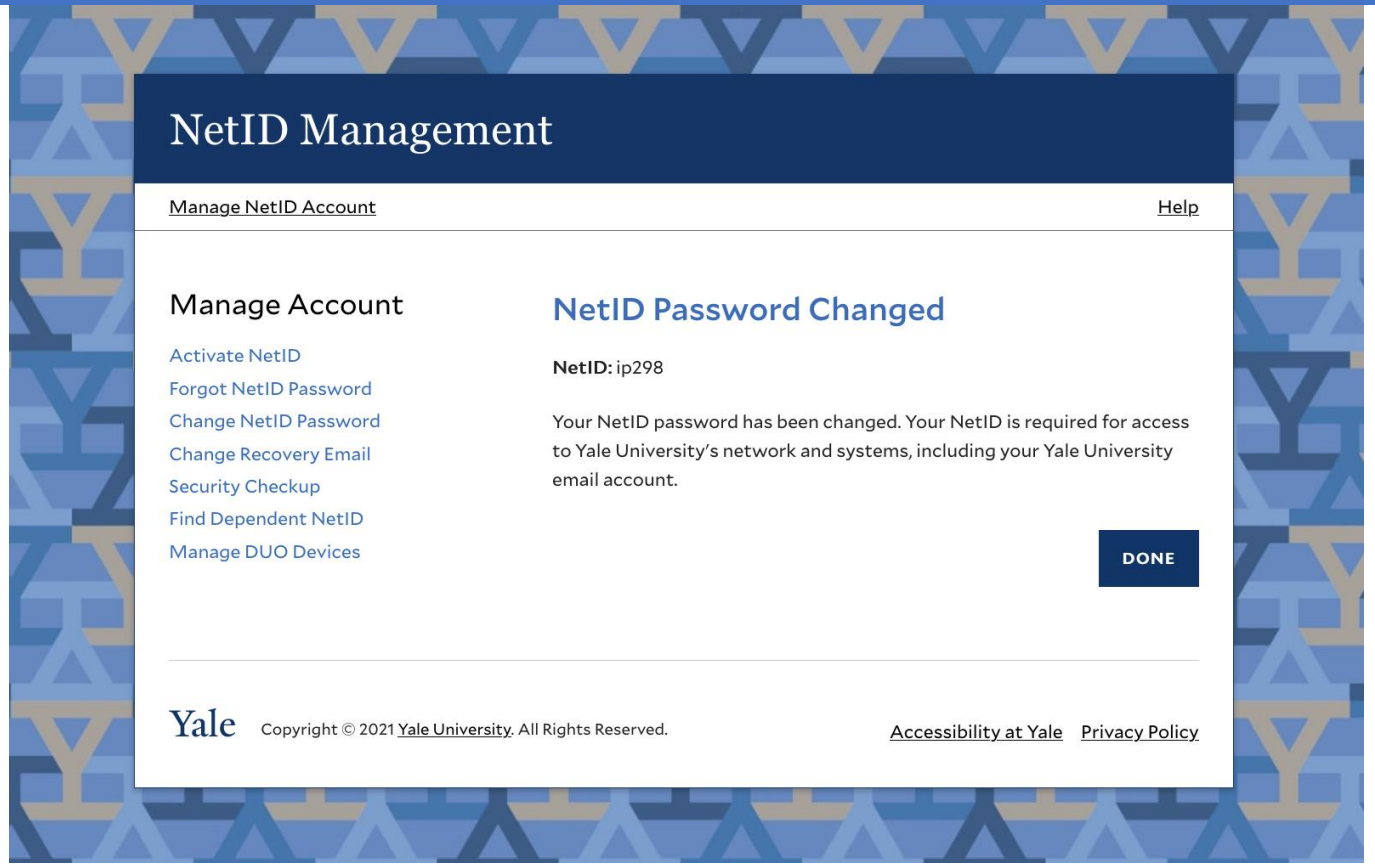
Change NetID Password

Enter a new unique password and retype, select 'Next'



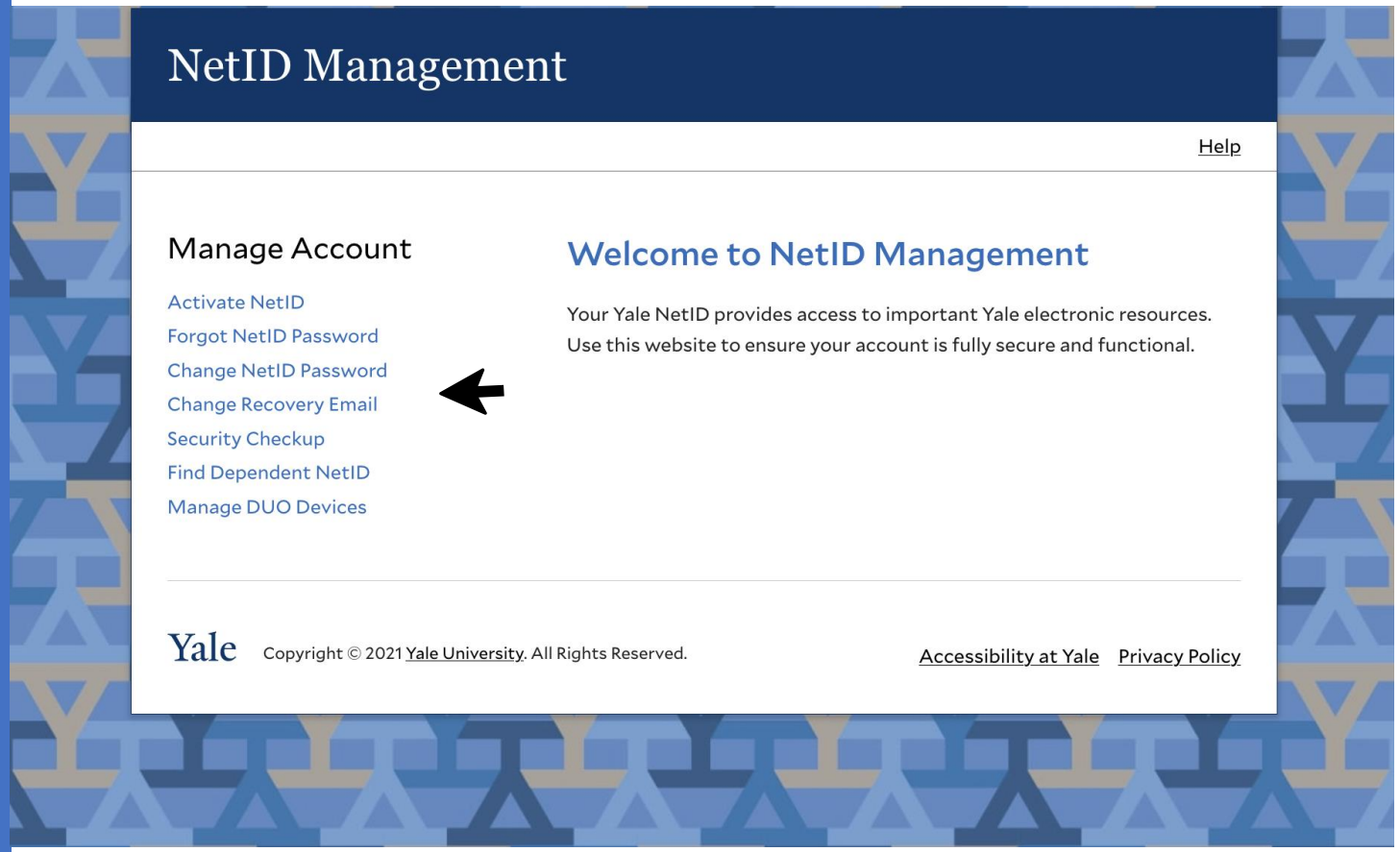
Change NetID Password

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



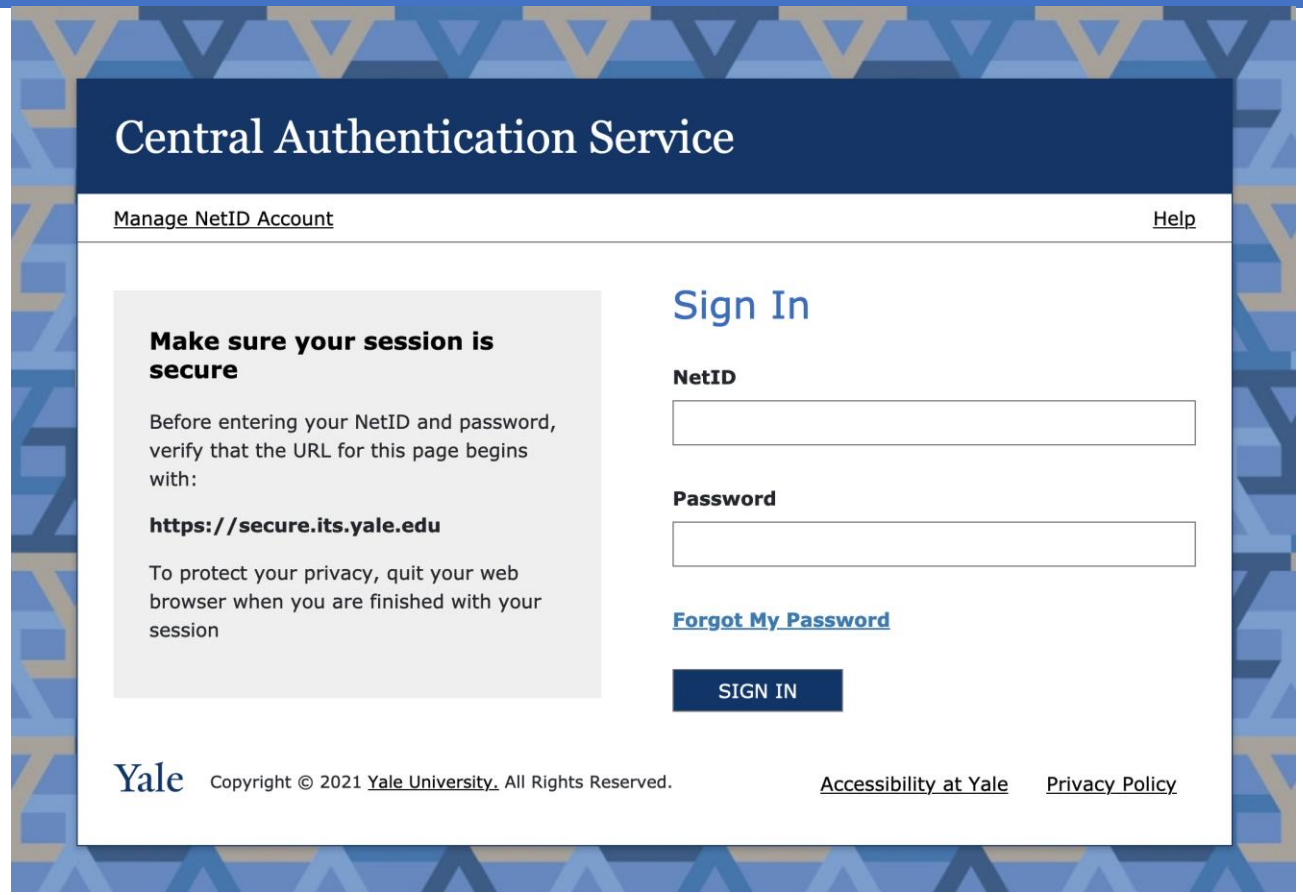
Change Recovery Email

Update and verify your non-Yale recovery email



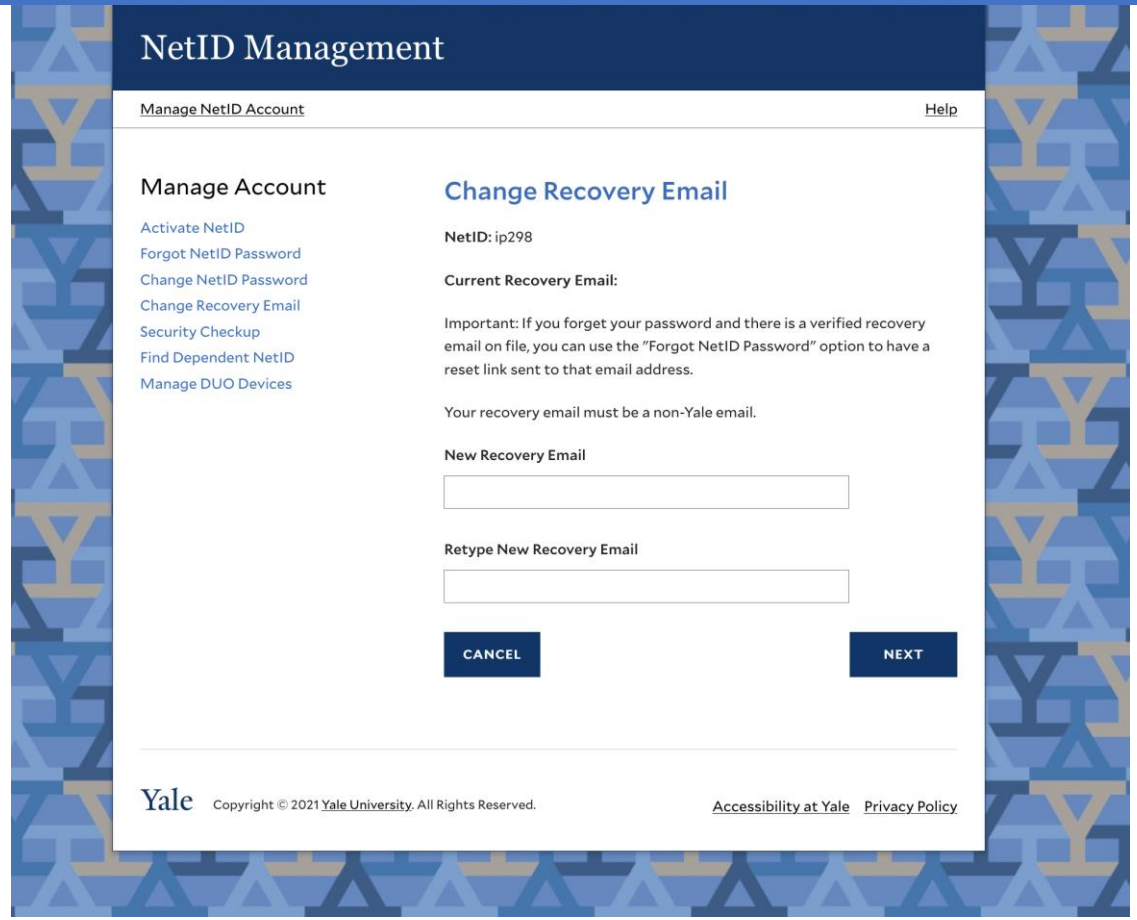
Change Recovery Email

Log in through CAS with your NetID and password



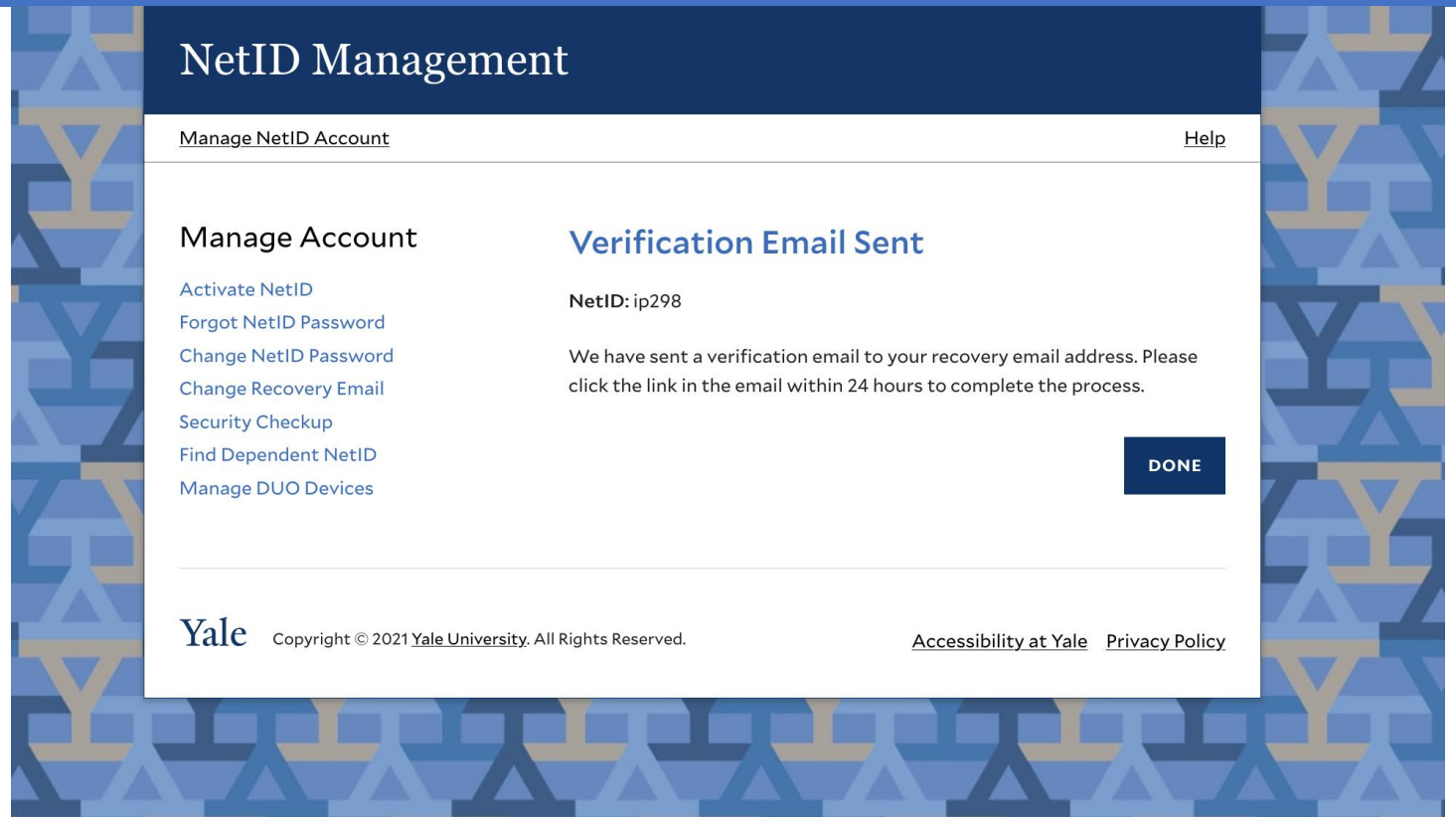
Change Recovery Email

Enter a new non-Yale recovery email and retype, select 'Next'



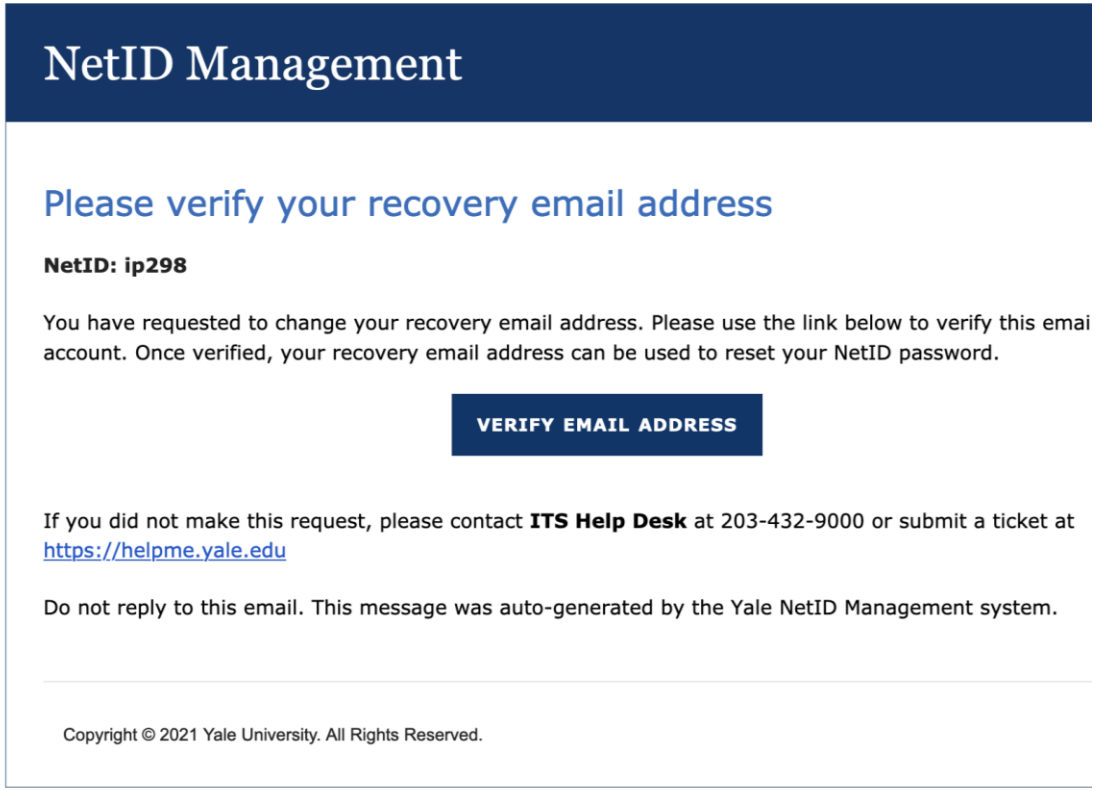
Change Recovery Email

A verification email will be sent to your recovery email account



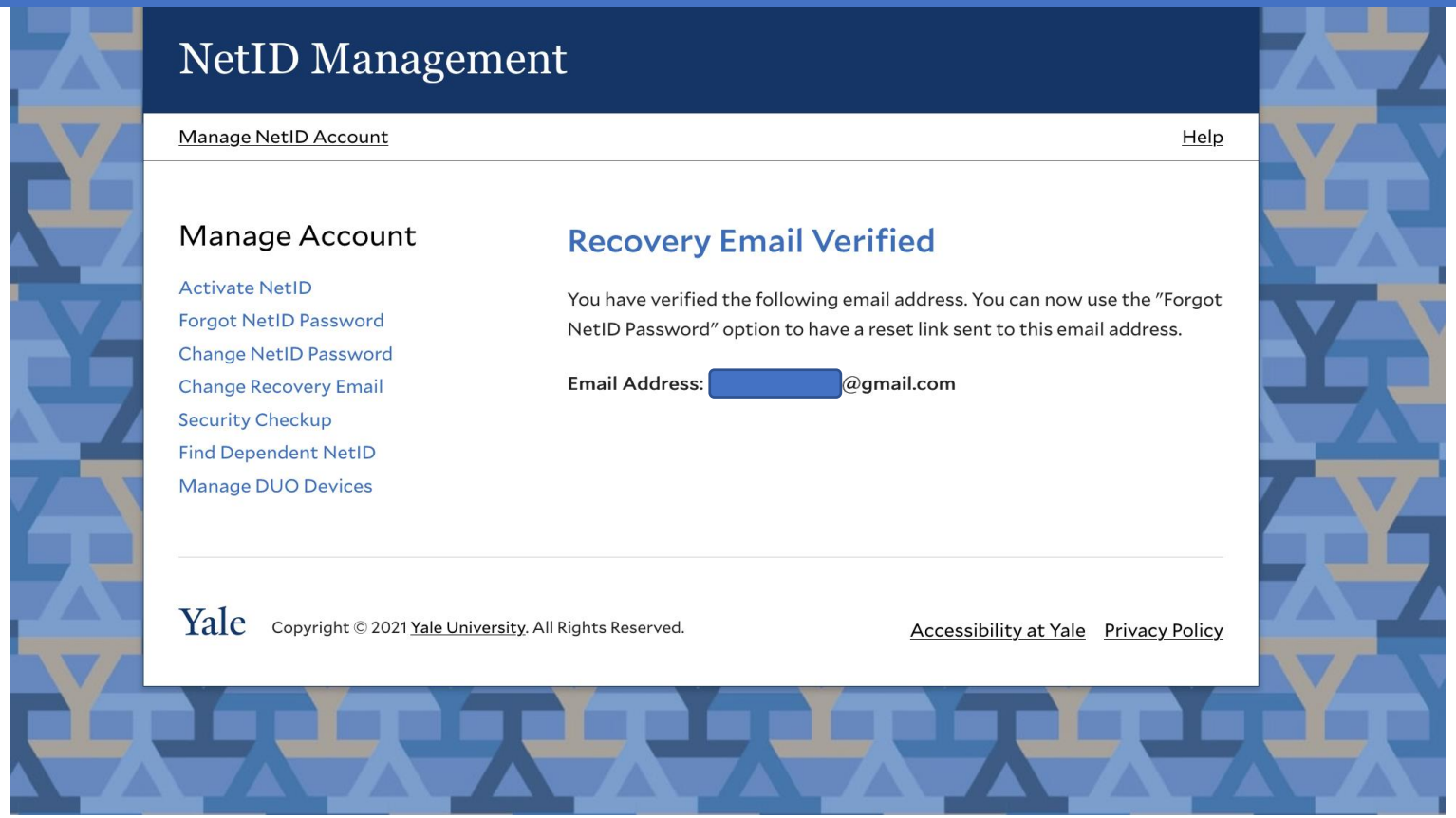
Change Recovery Email

Open your recovery email and select the 'Verify email address' button



Change Recovery Email

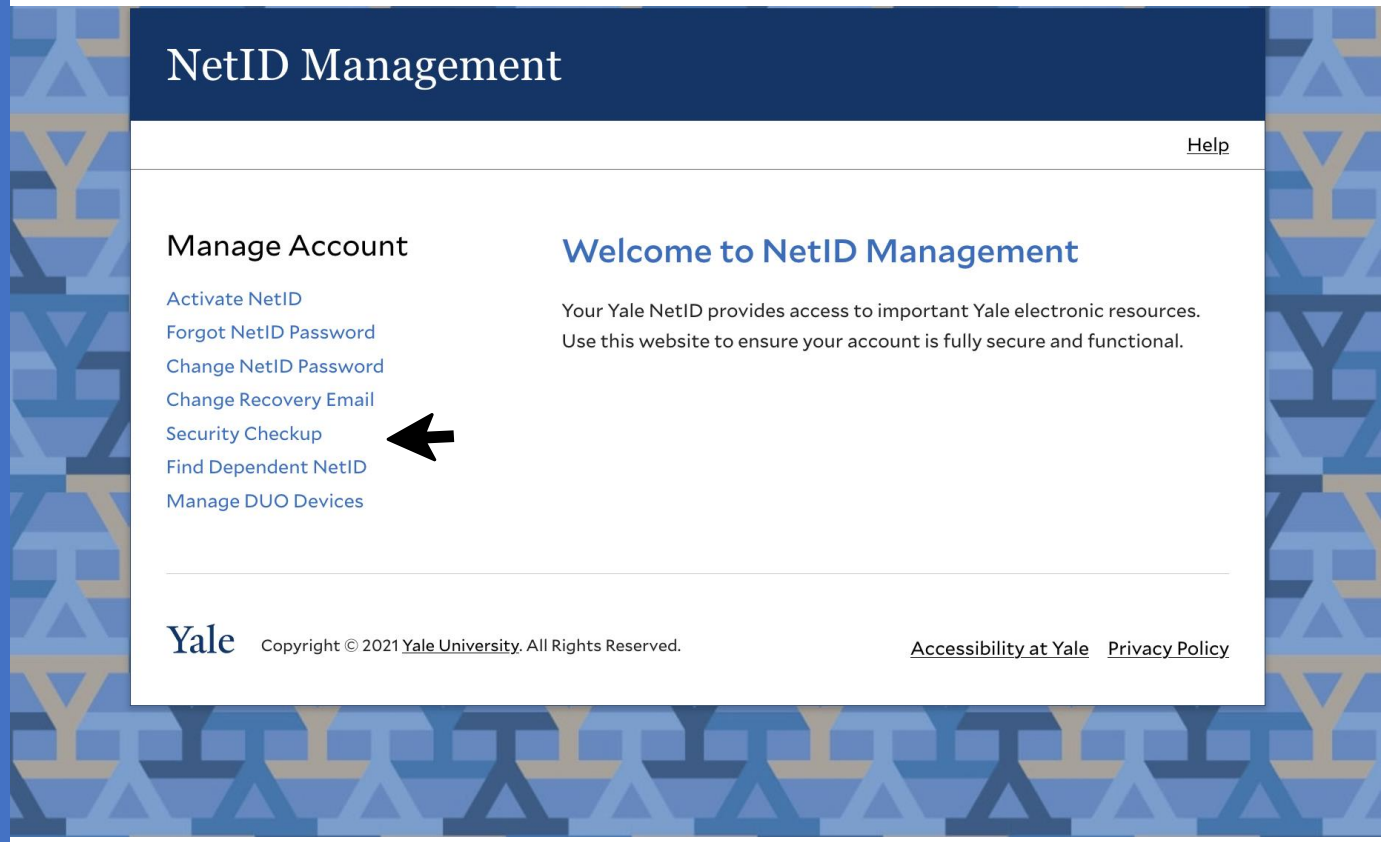
Once the recovery email has been successfully verified, a confirmation screen will display and a confirmation email will be sent to your recovery email address.



Security Checkup

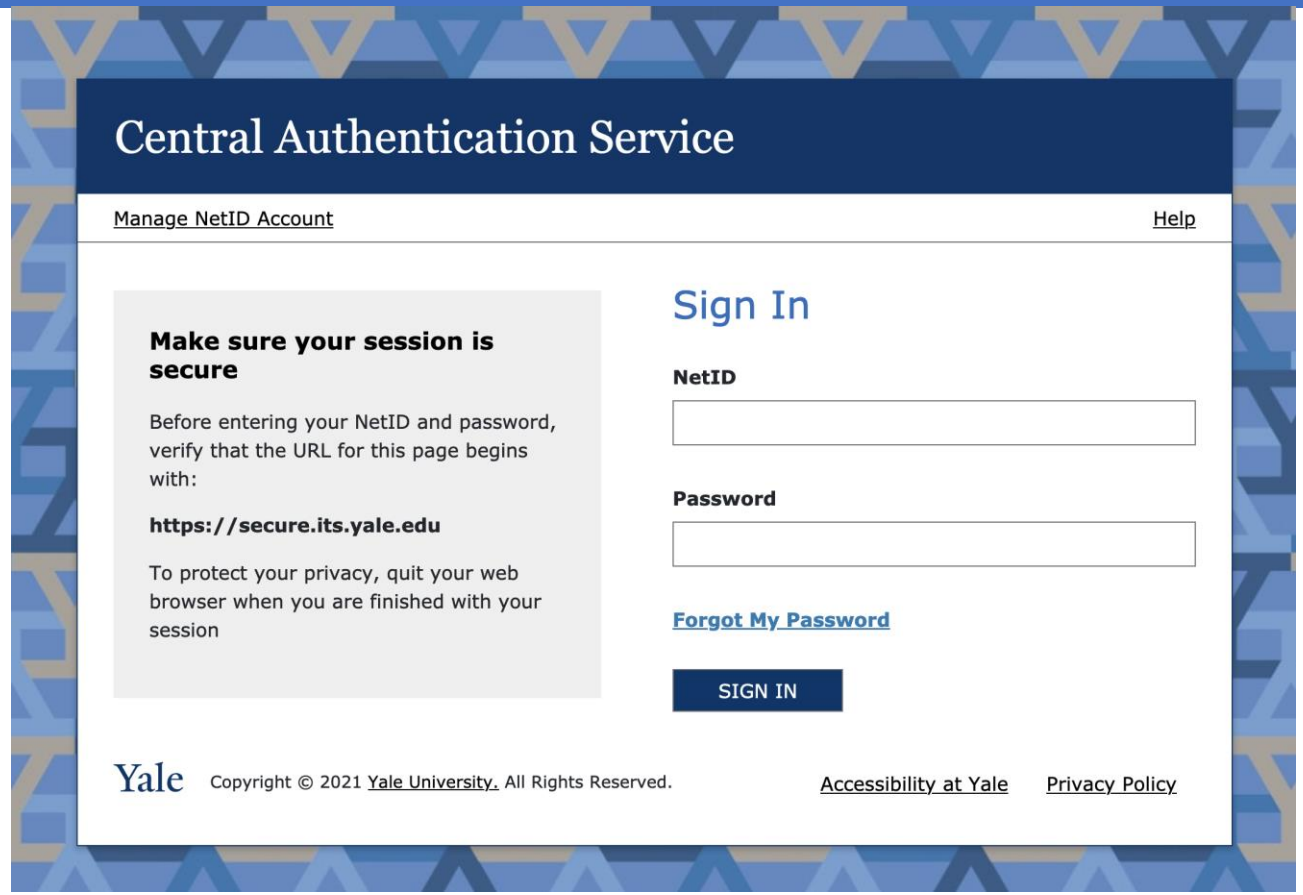
This tool can be used to check the security of your NetID account

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



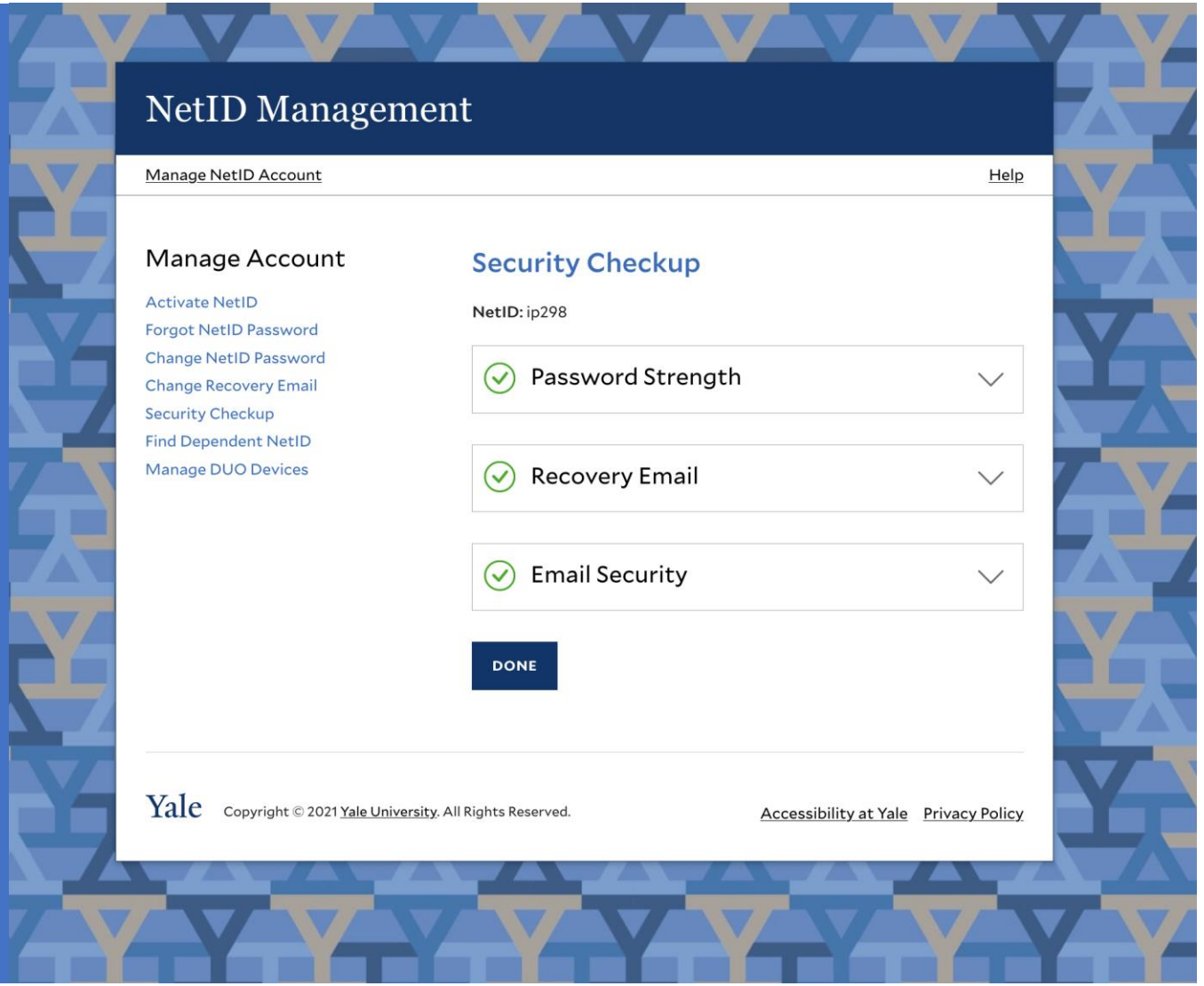
Security Checkup

Log in through CAS with your NetID and password



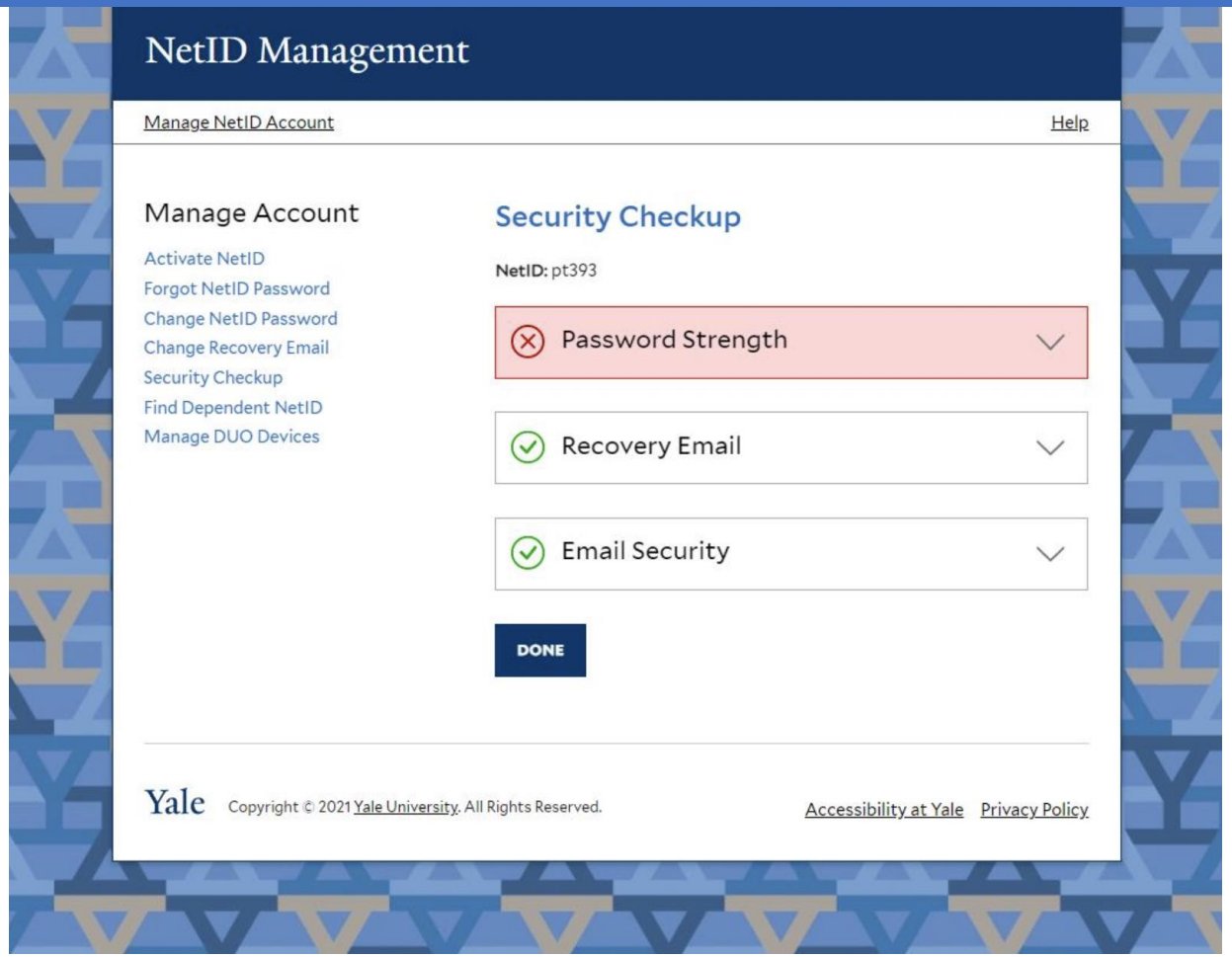
Security Checkup

- **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.



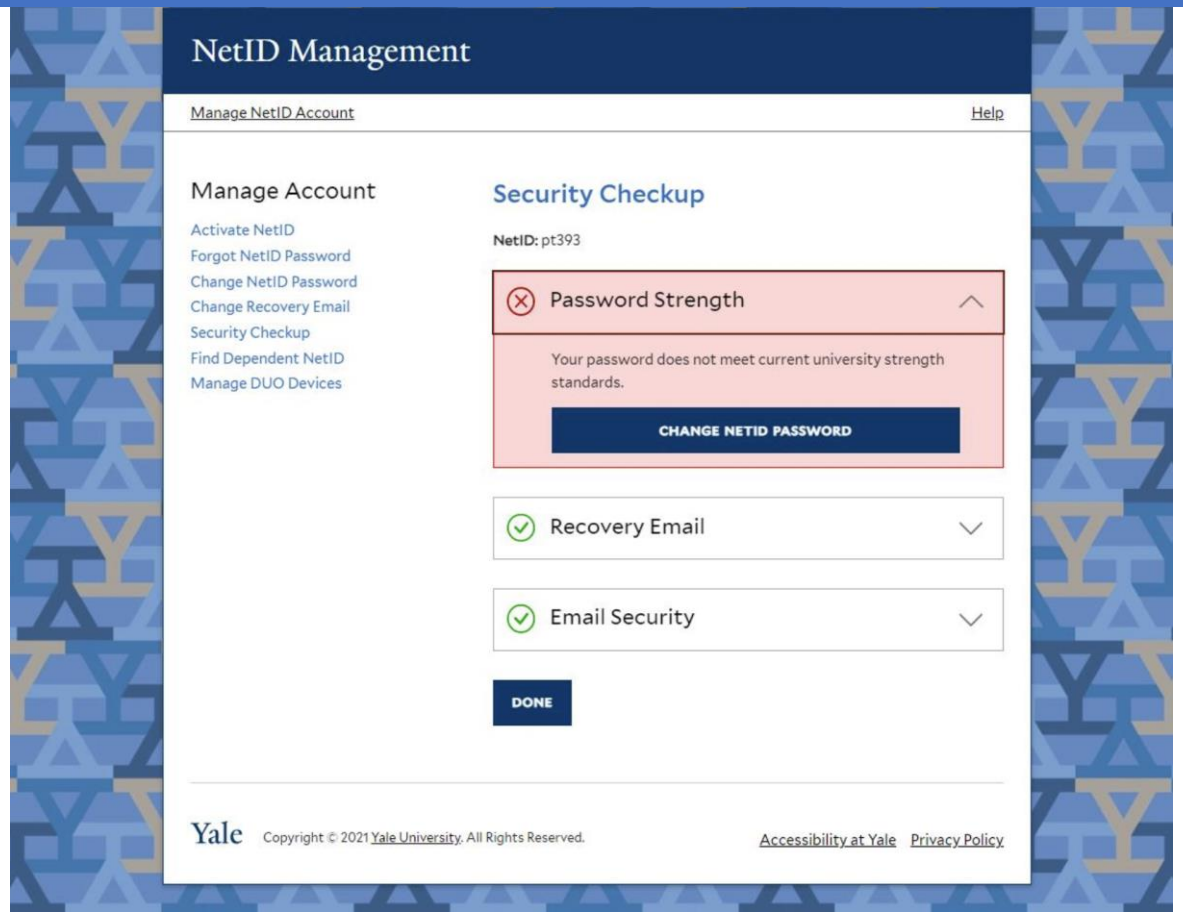
Security Checkup: Password Strength

A red 'x' will be displayed if your password needs to be updated.



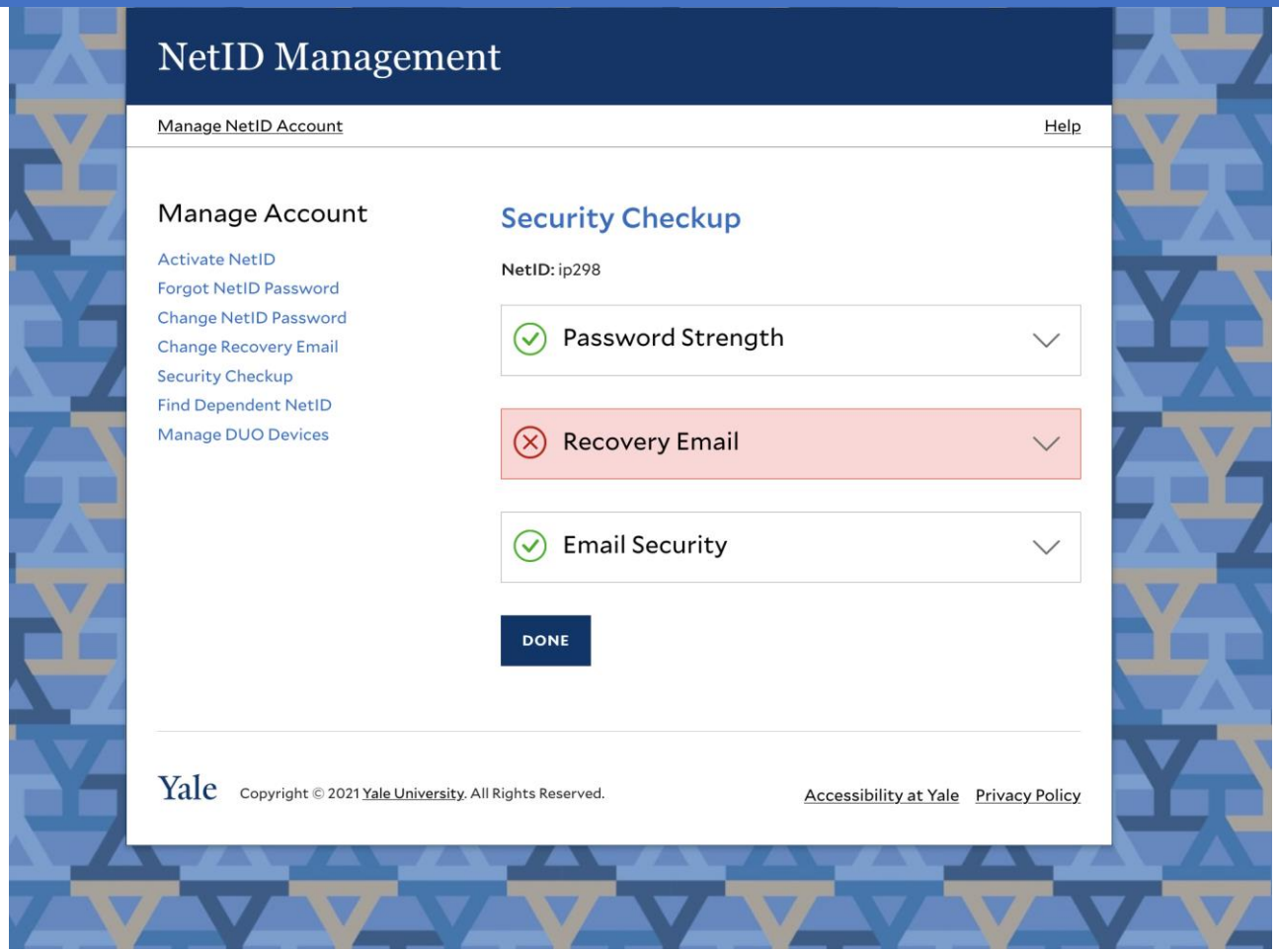
Security Checkup: Password Strength

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



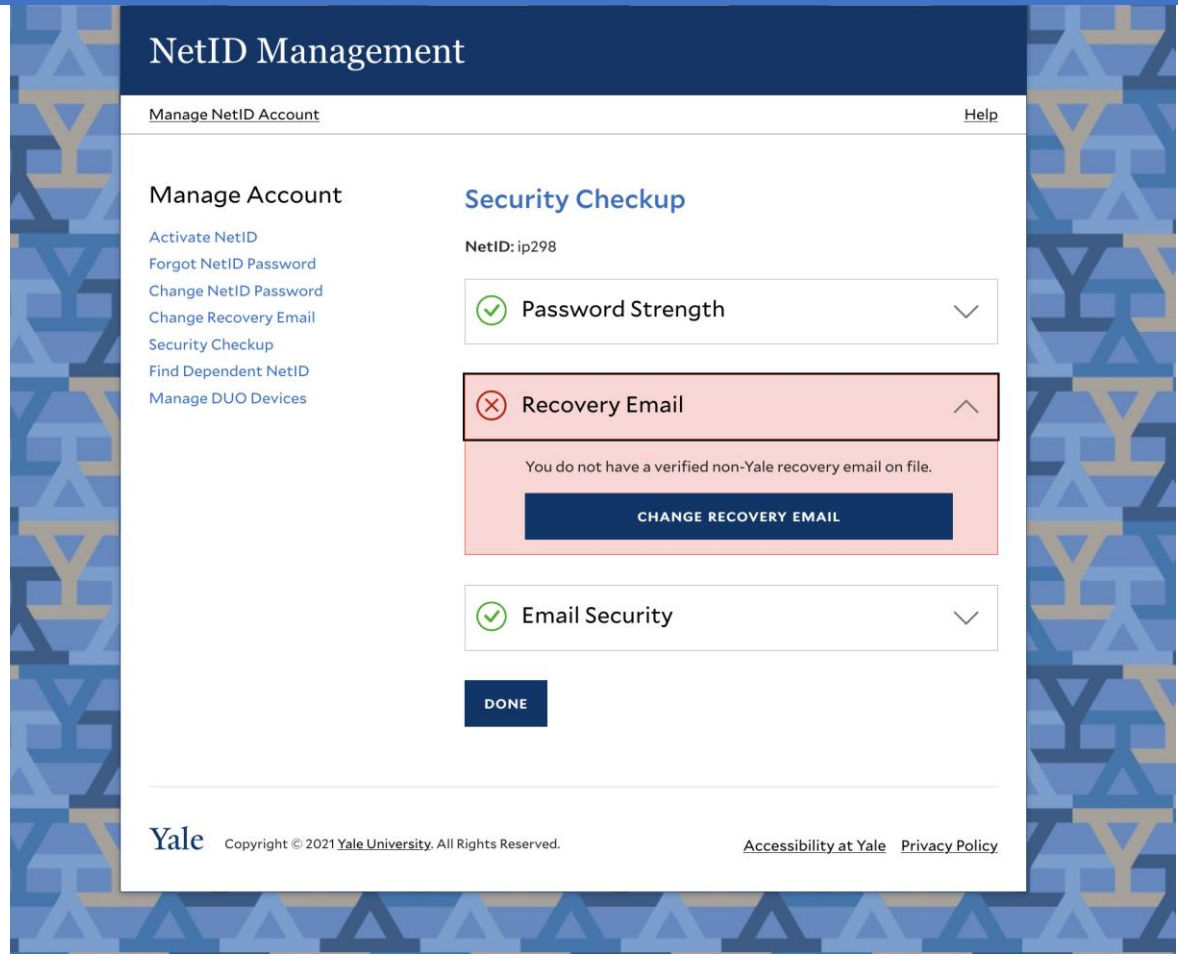
Security Checkup: Recovery Email

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



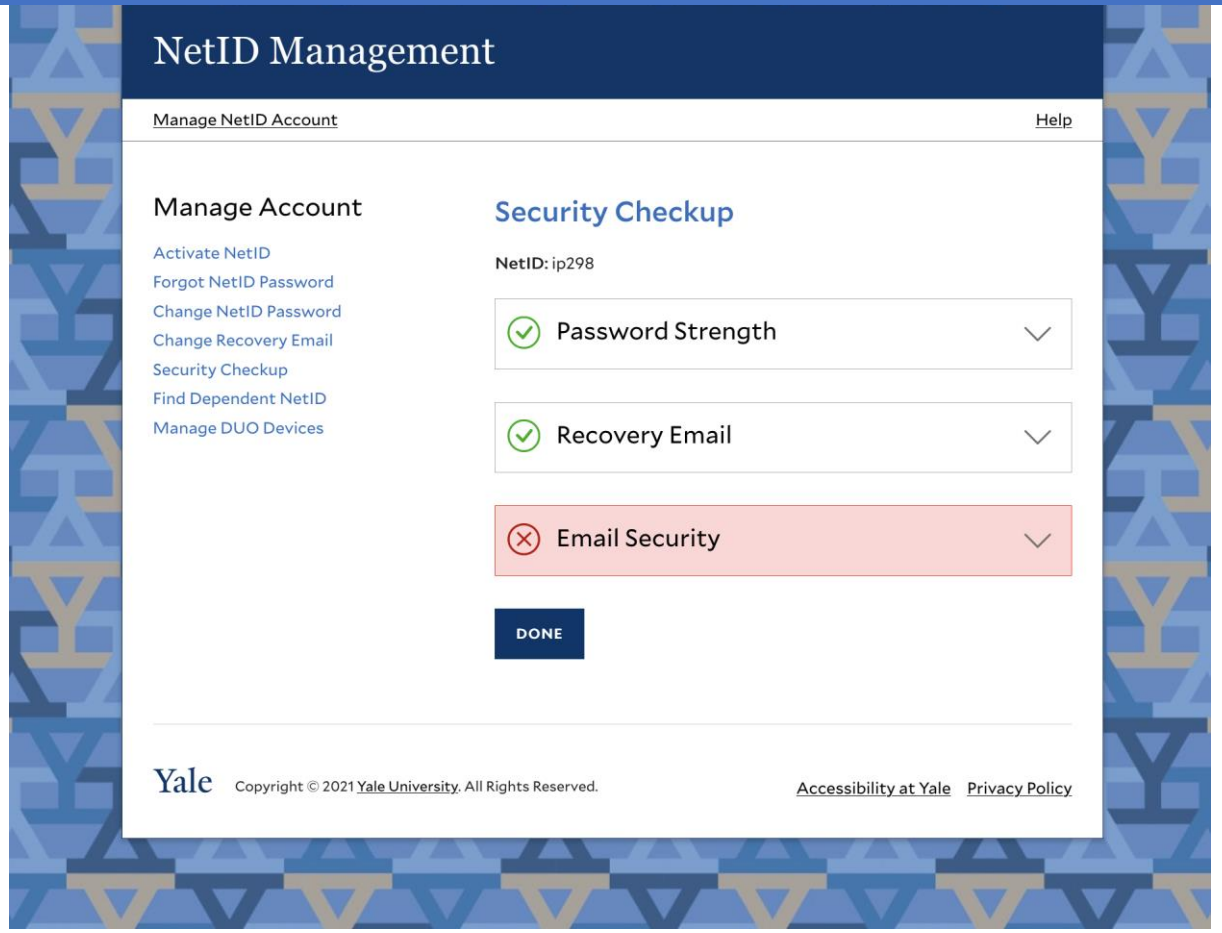
Security Checkup: Recovery Email

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



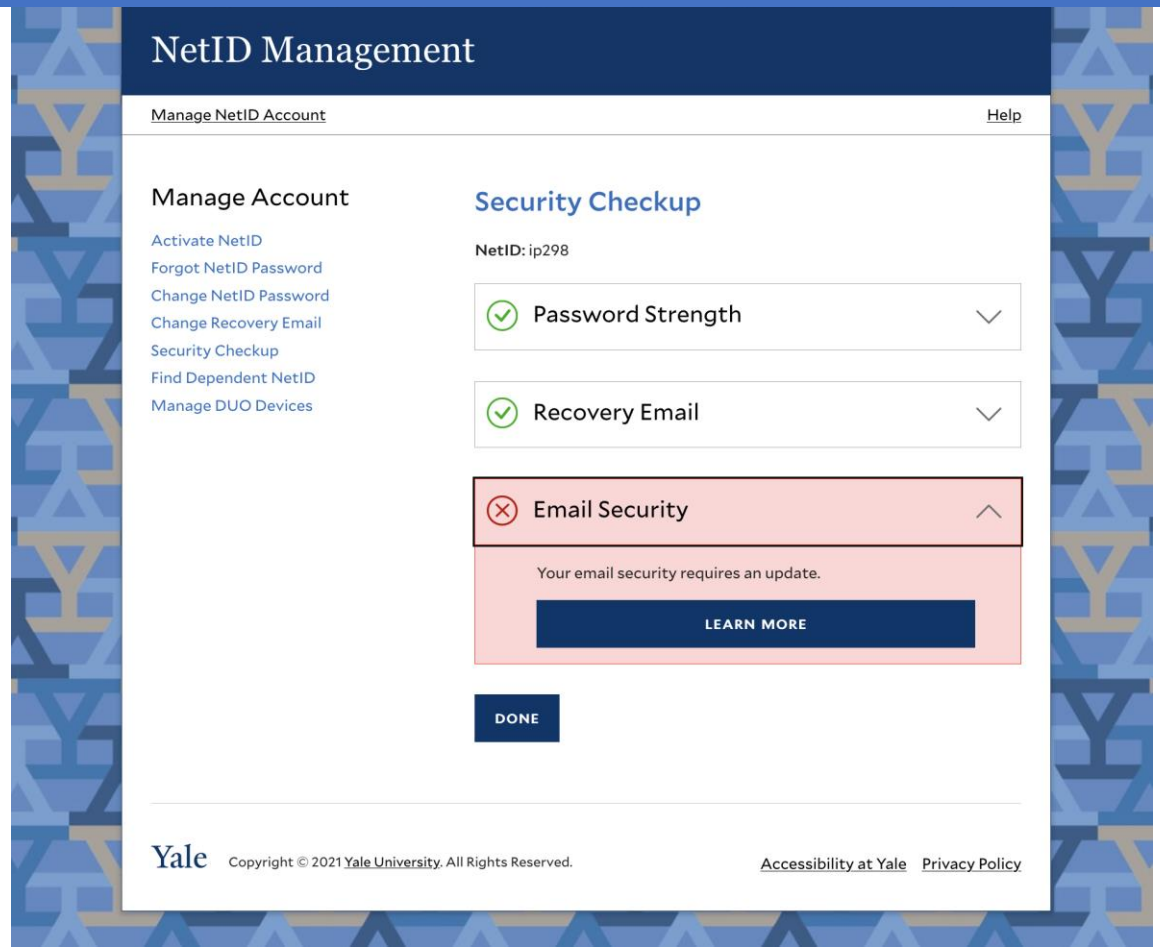
Security Checkup: Email Security

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



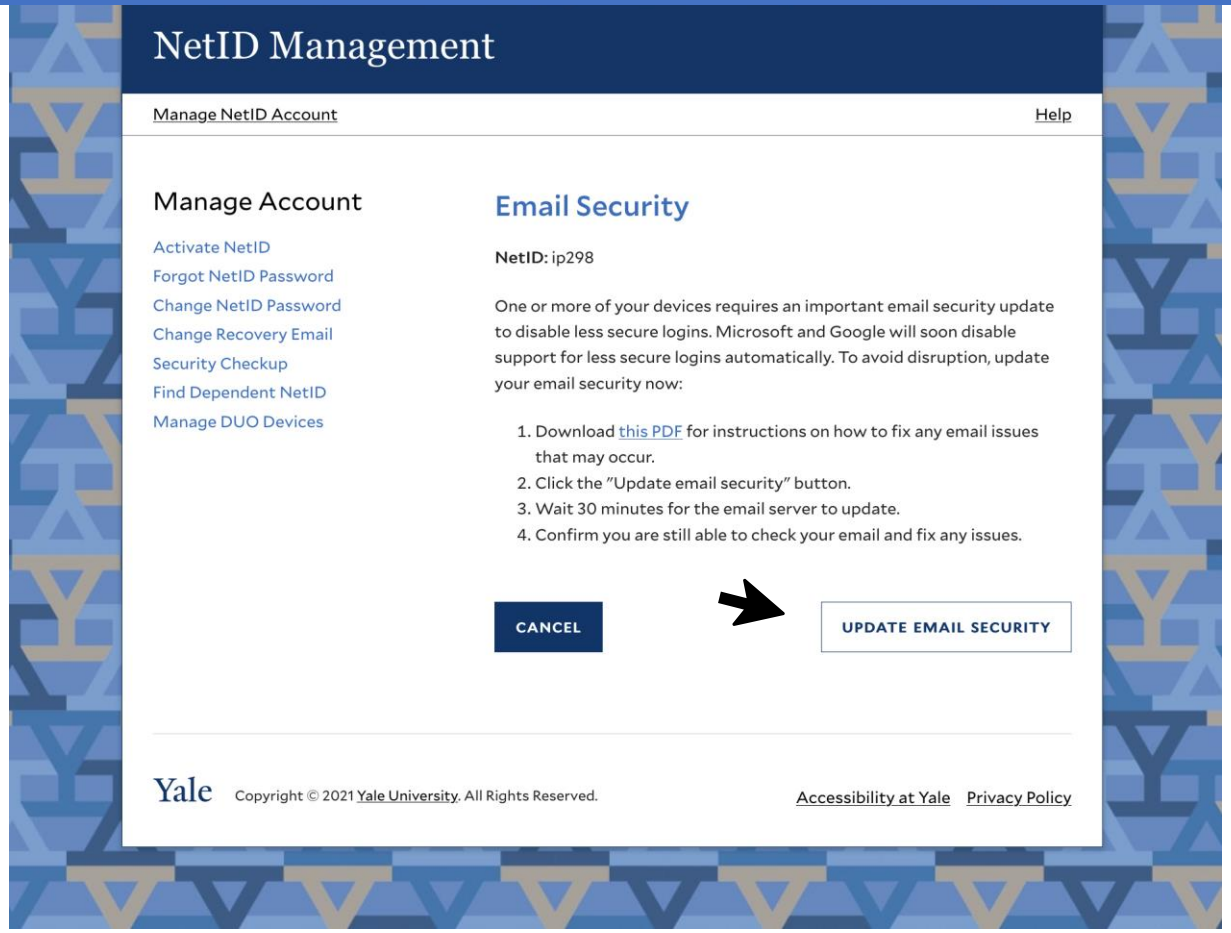
Security Checkup: Email Security

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



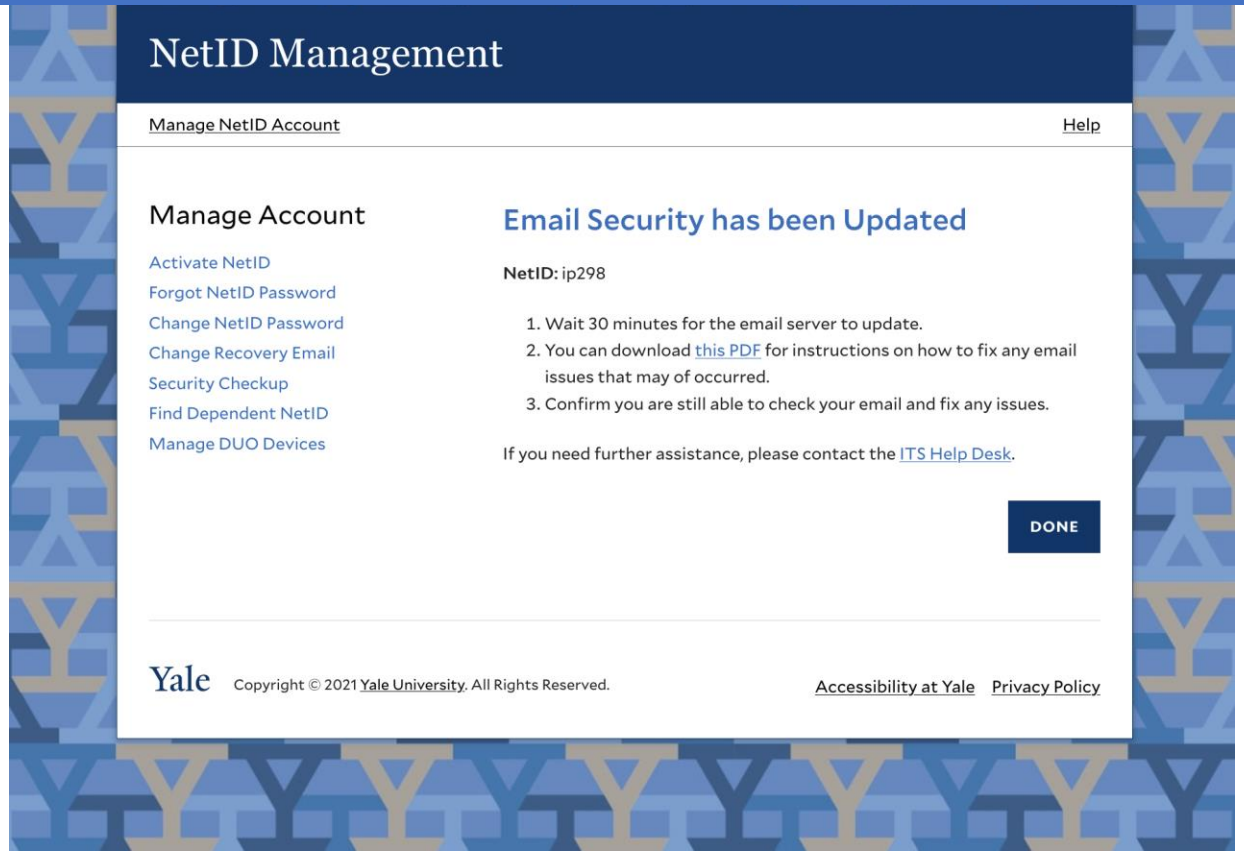
Security Checkup: Email Security

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

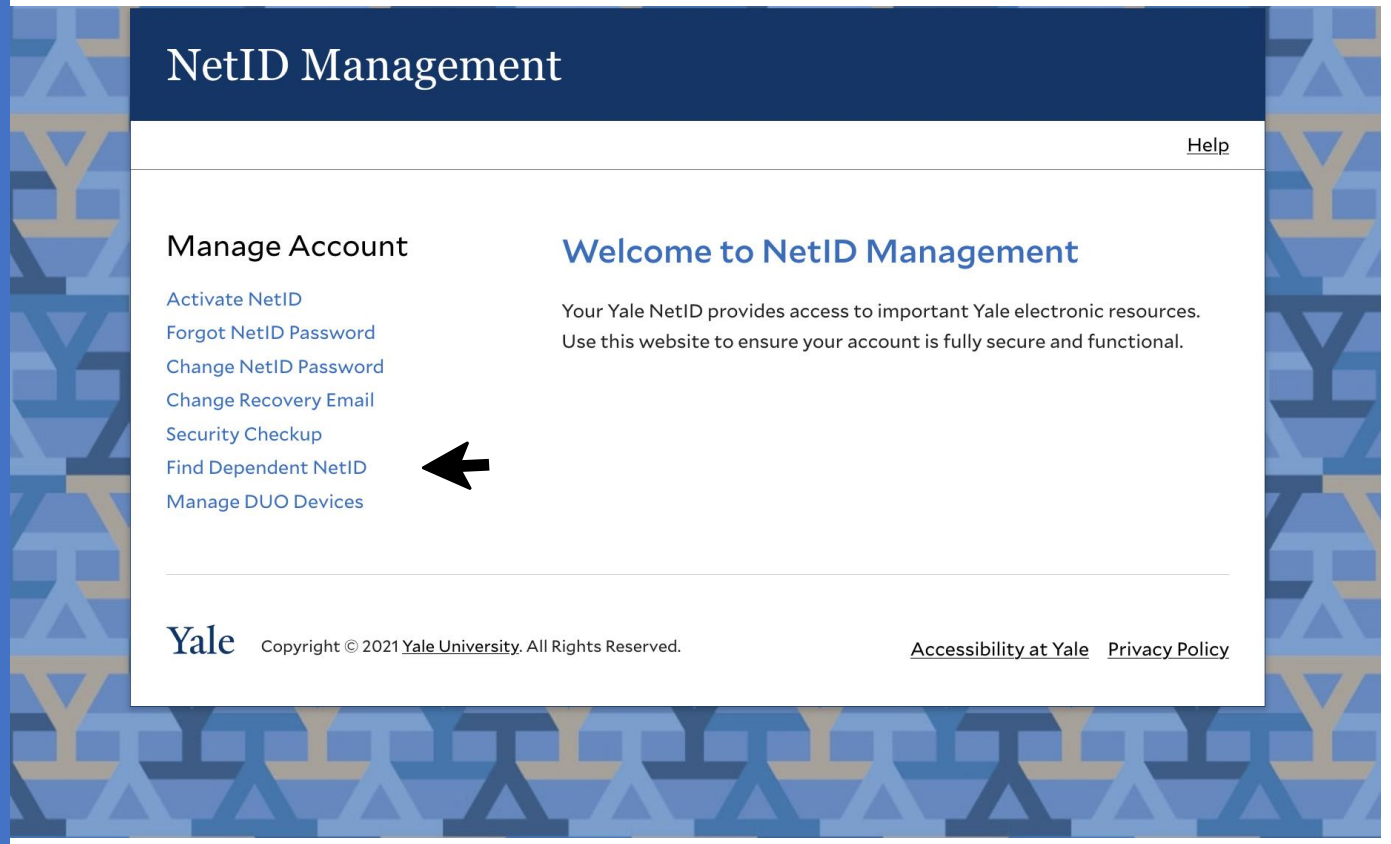


Security Checkup: Email Security

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

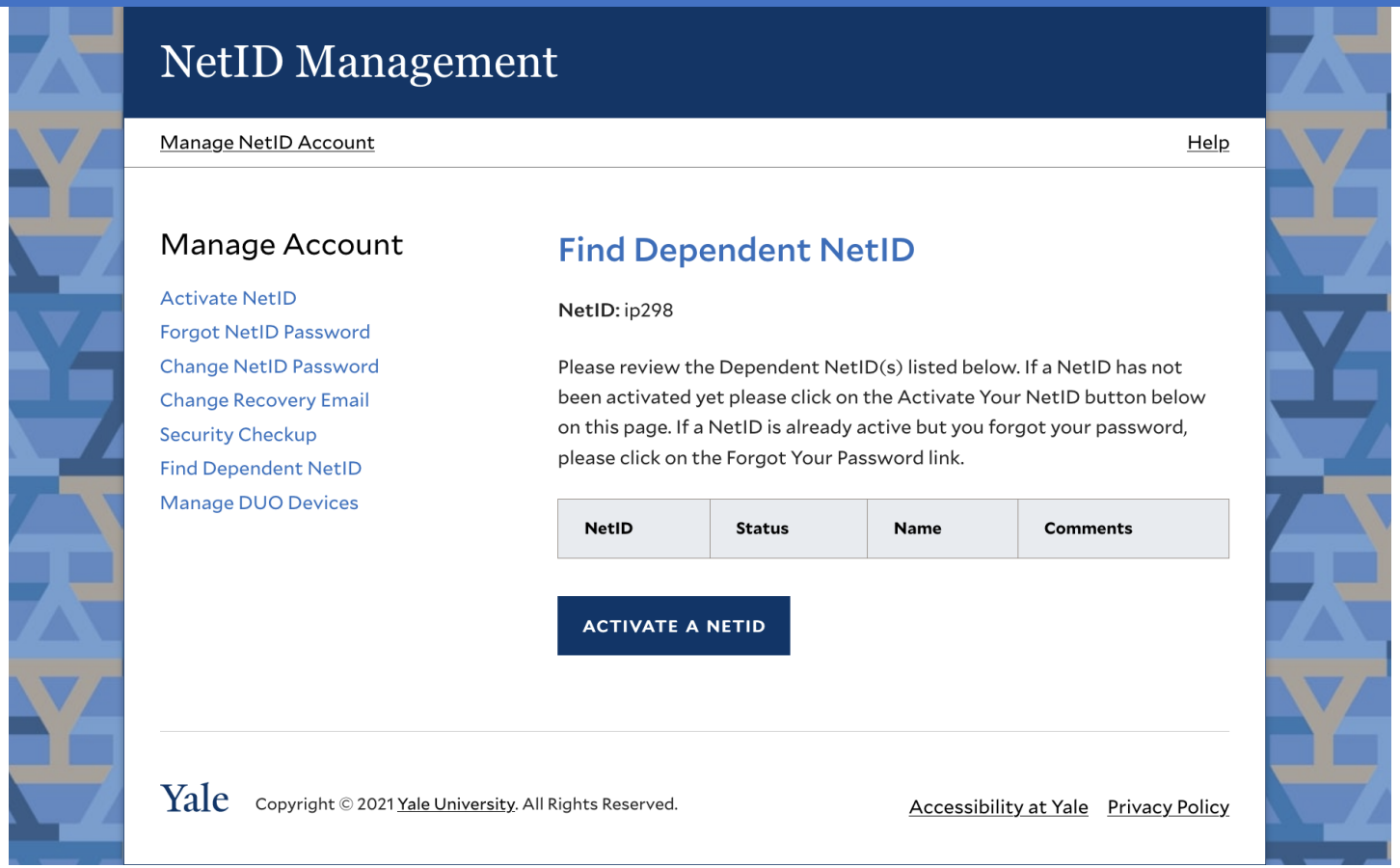


Find Dependent NetID



Dependent NetID

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

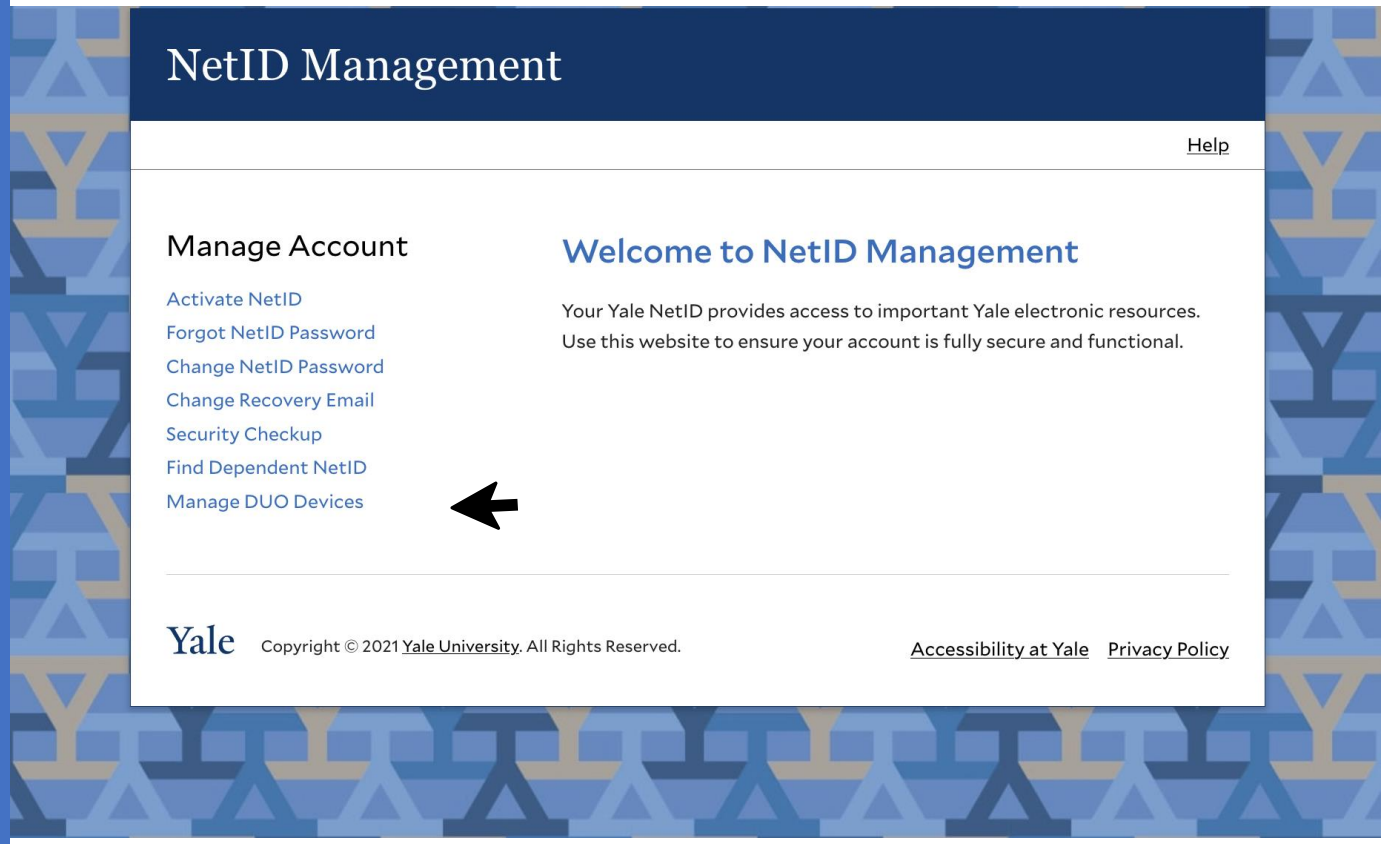


Manage DUO Devices

DUO is Yale's Multifactor authentication solution.

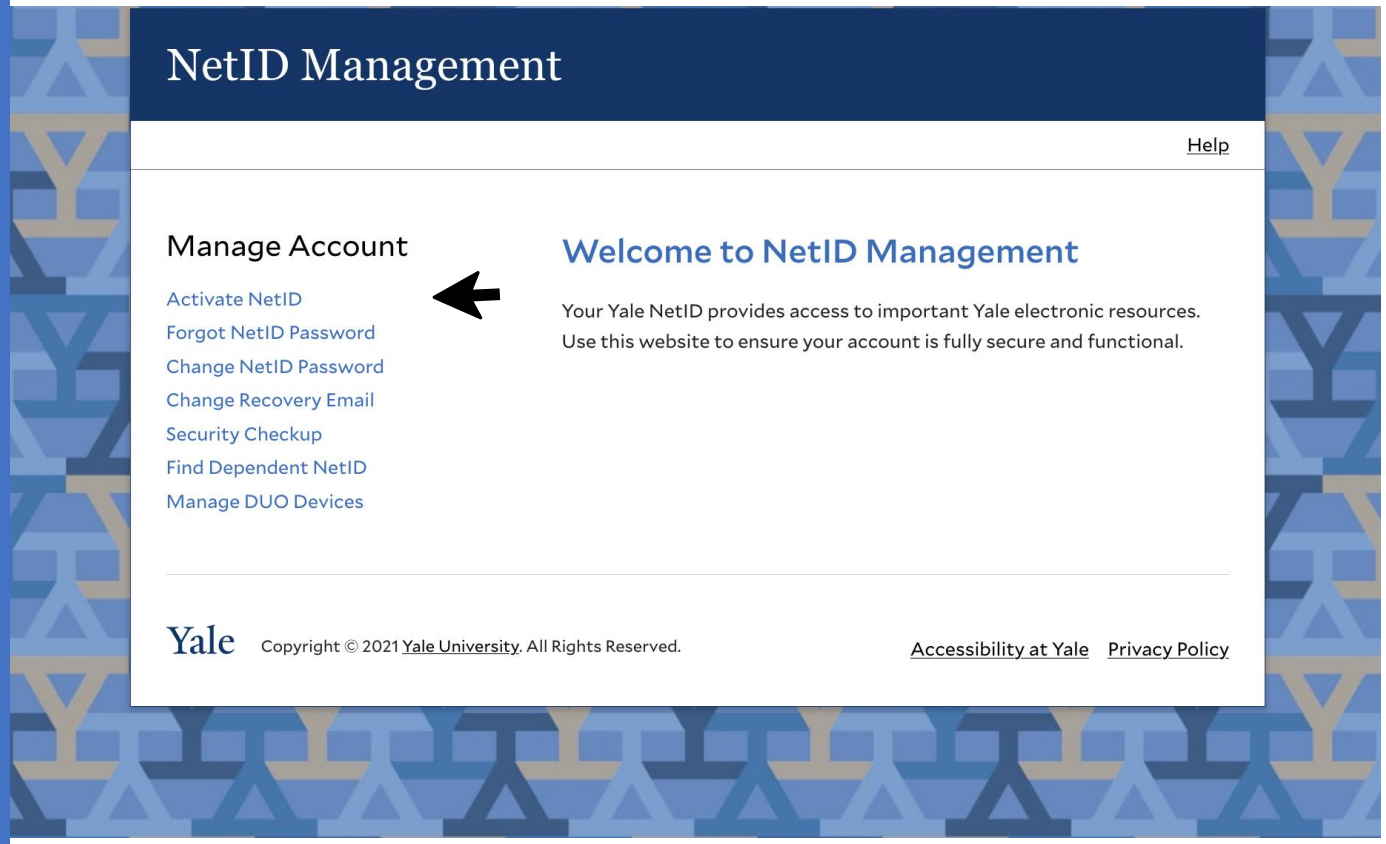
This link will bring you to the DUO device manager website

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



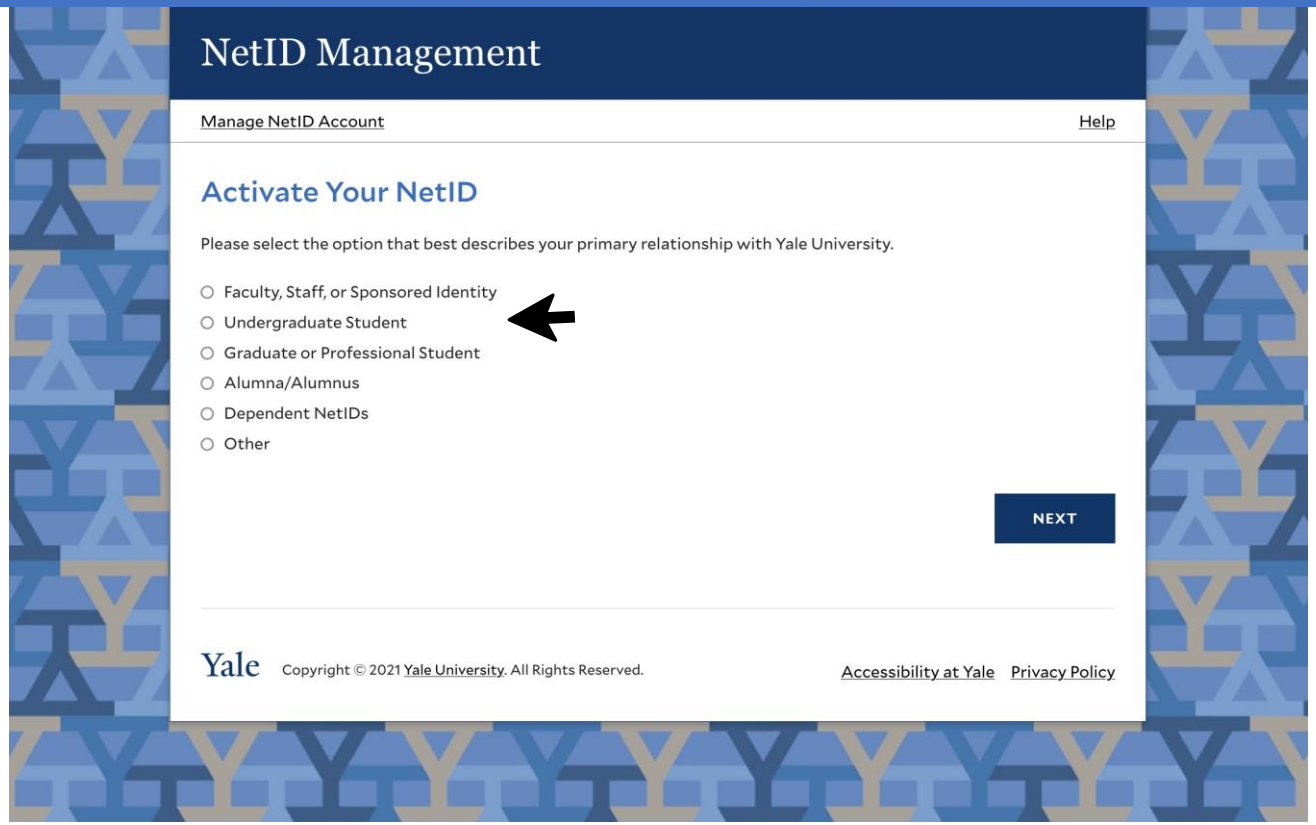
Slate Activation

Undergraduates can activate their NetID account using Slate credentials



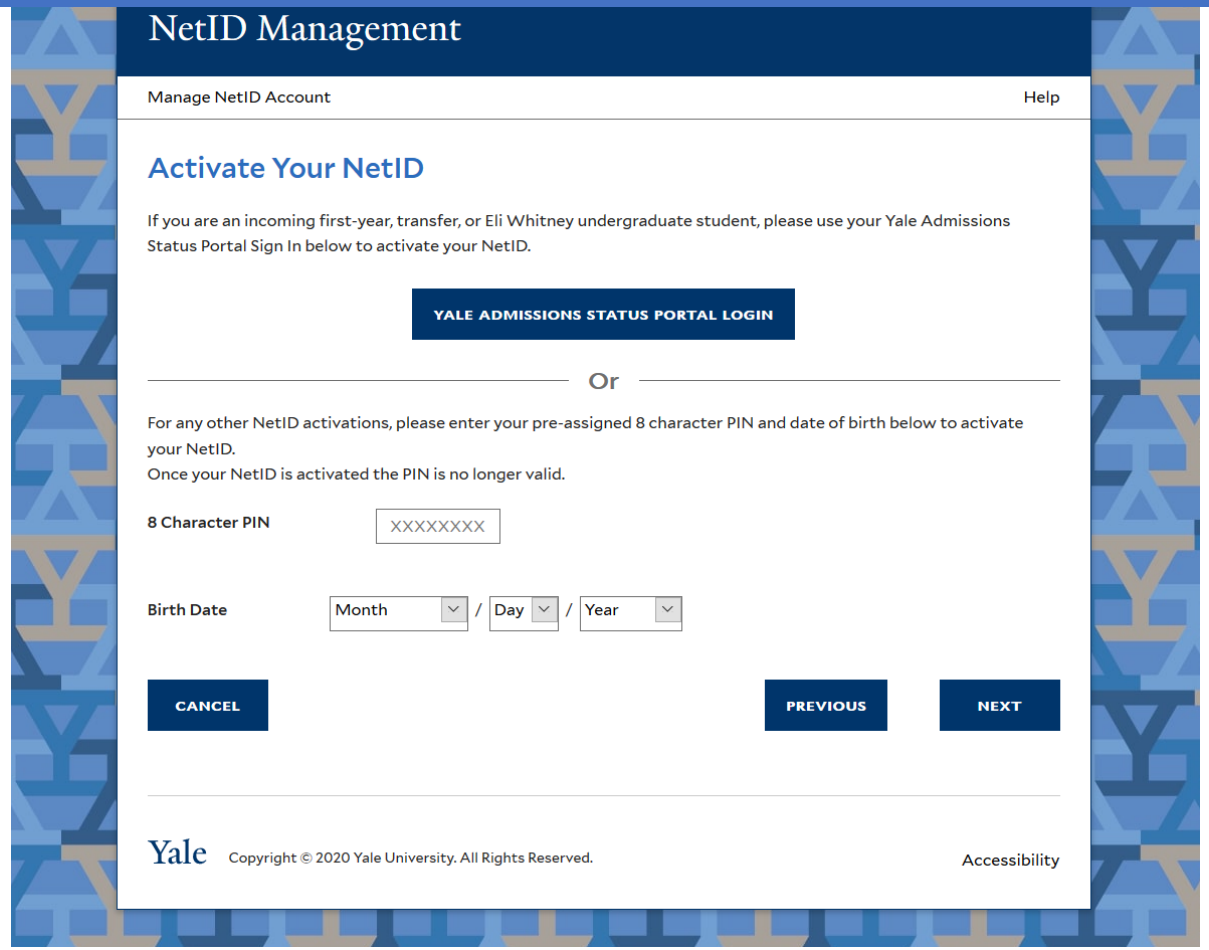
Activate NetID with Slate credentials

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



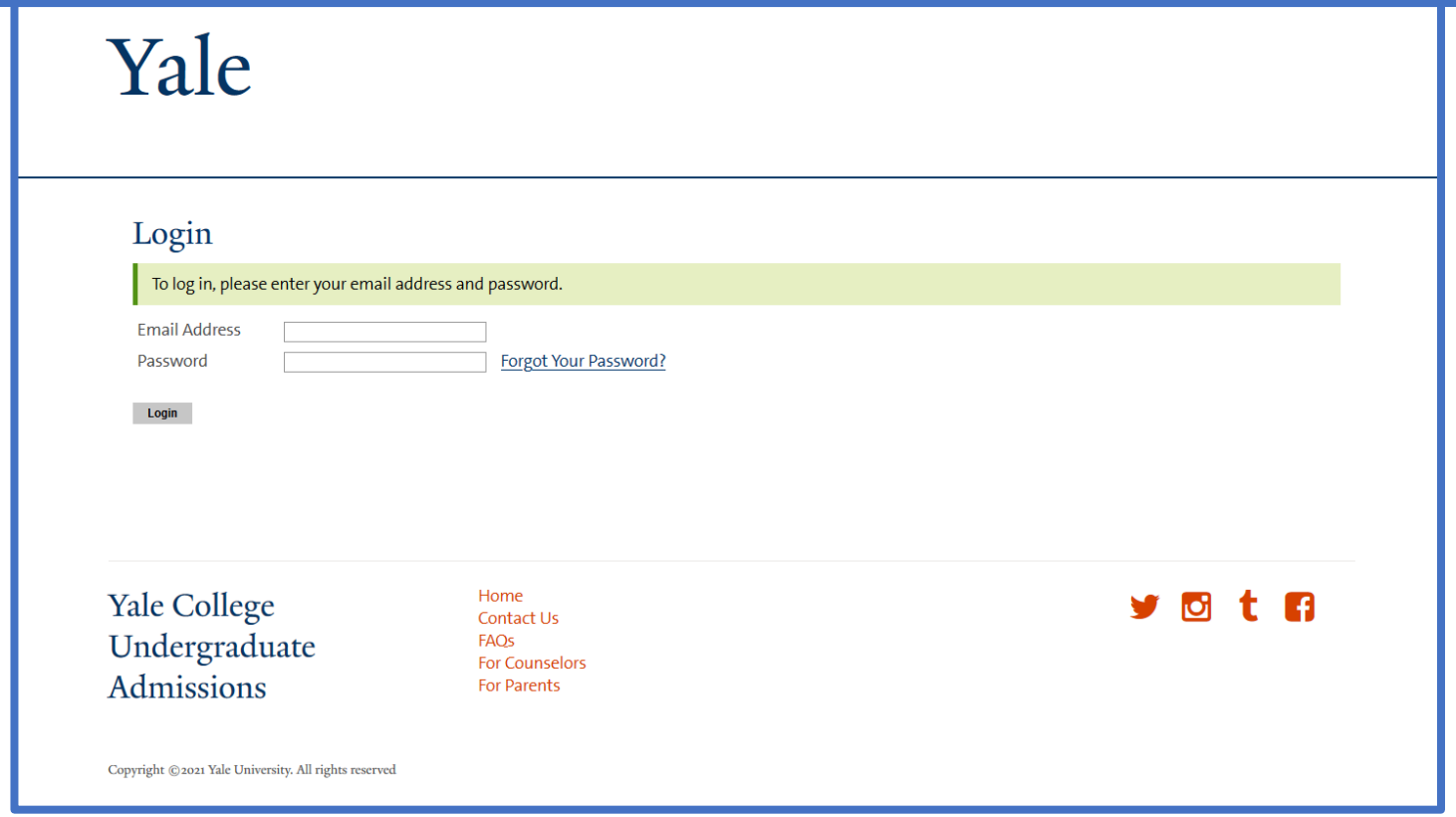
Activate your NetID with Slate credentials

Activate your NetID by selecting the ‘Yale Admissions Status Portal Login’ button



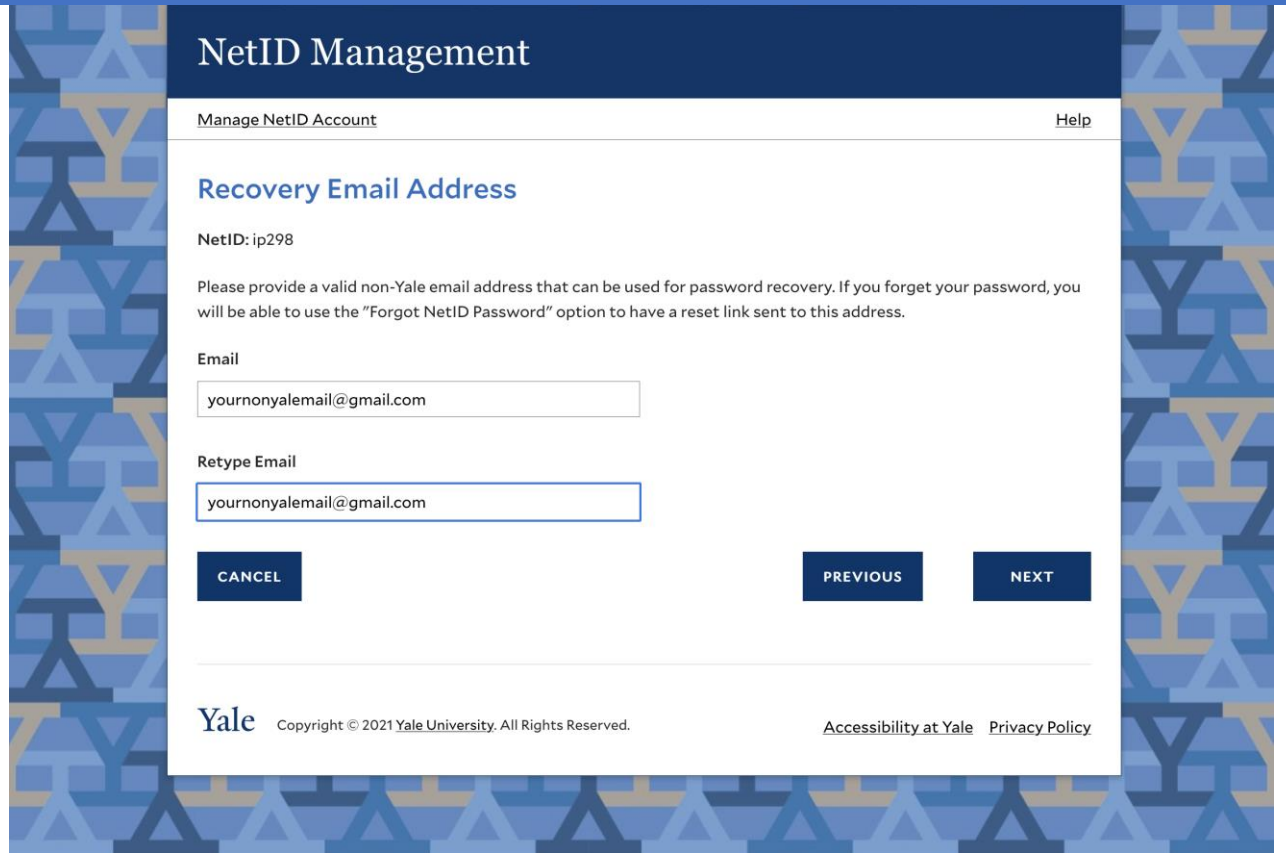
Activate your NetID with Slate credentials

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



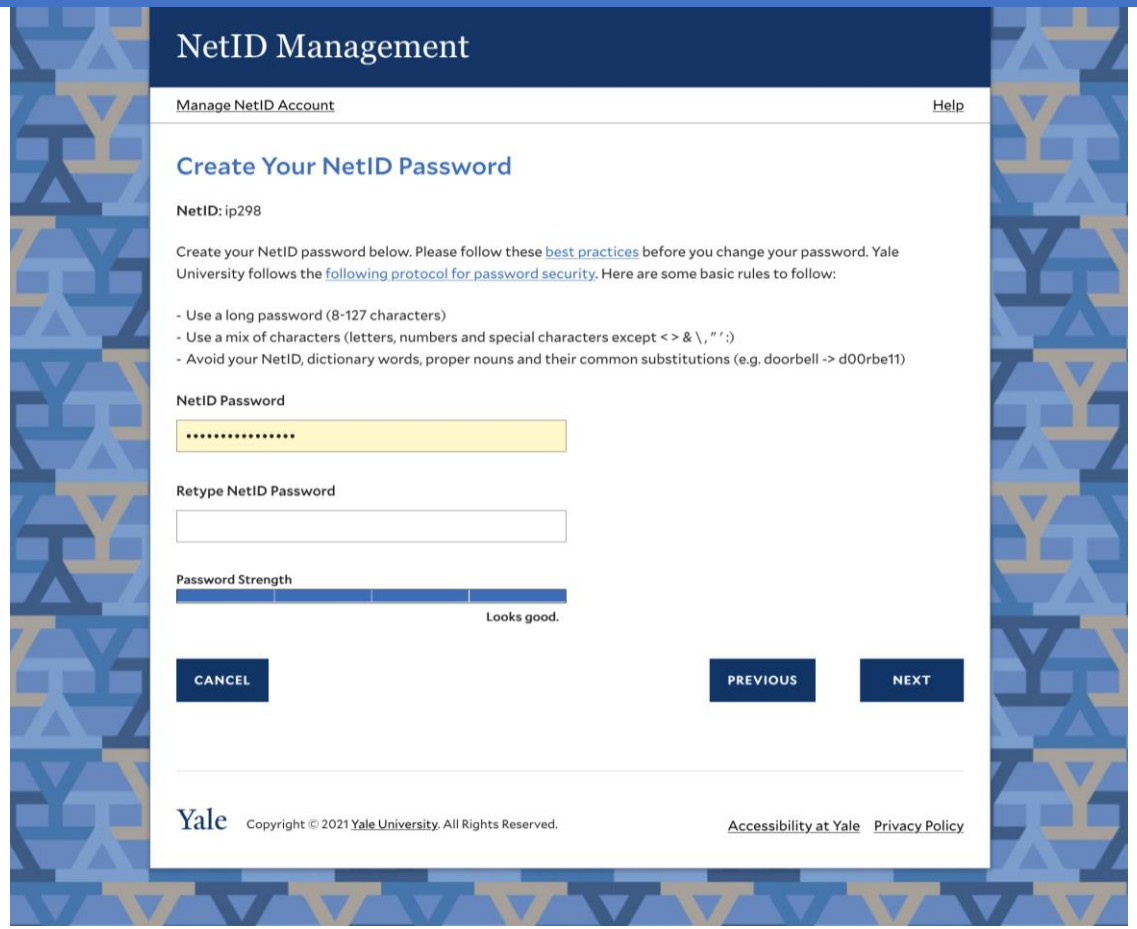
Activate NetID

Enter a non-Yale recovery email, select 'Next'



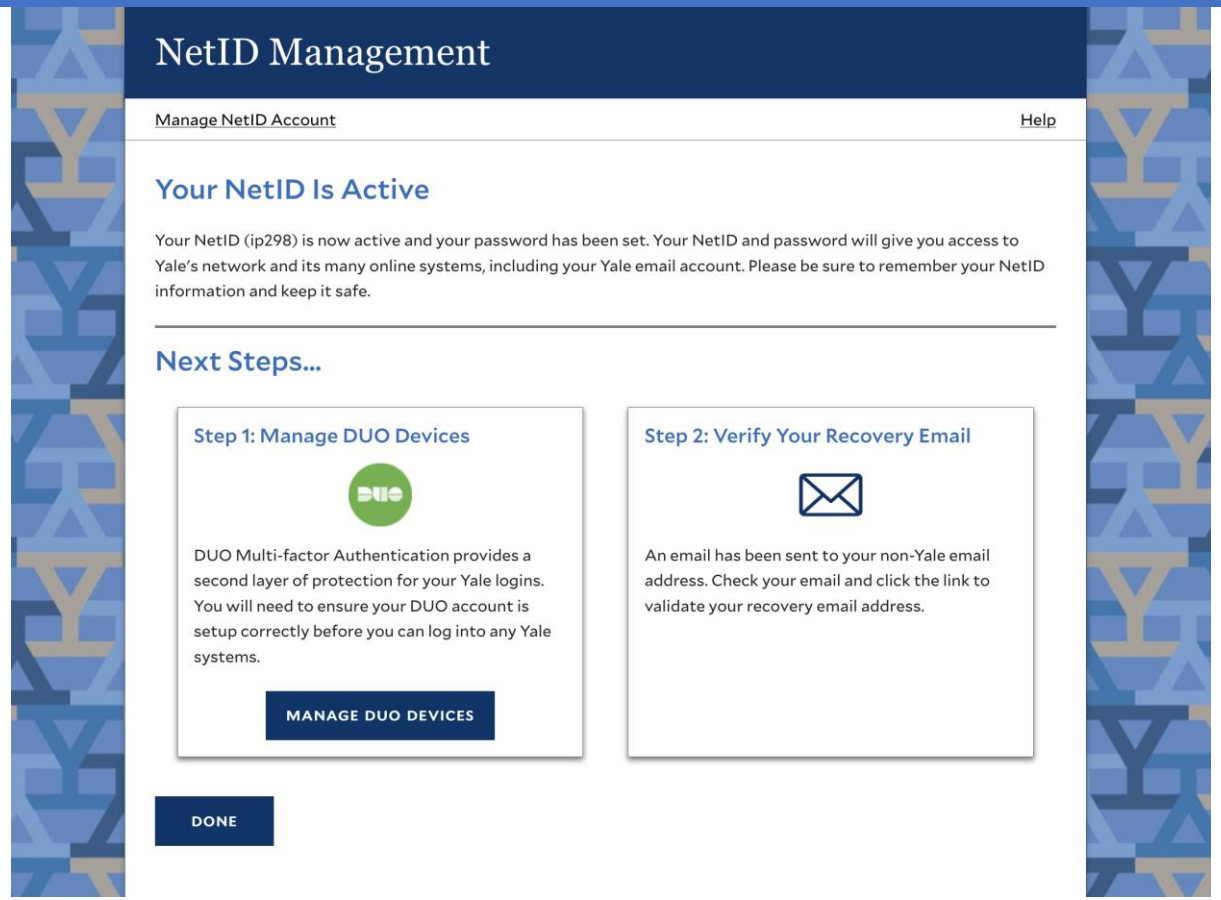
Activate NetID

Create a unique password, select 'Next'



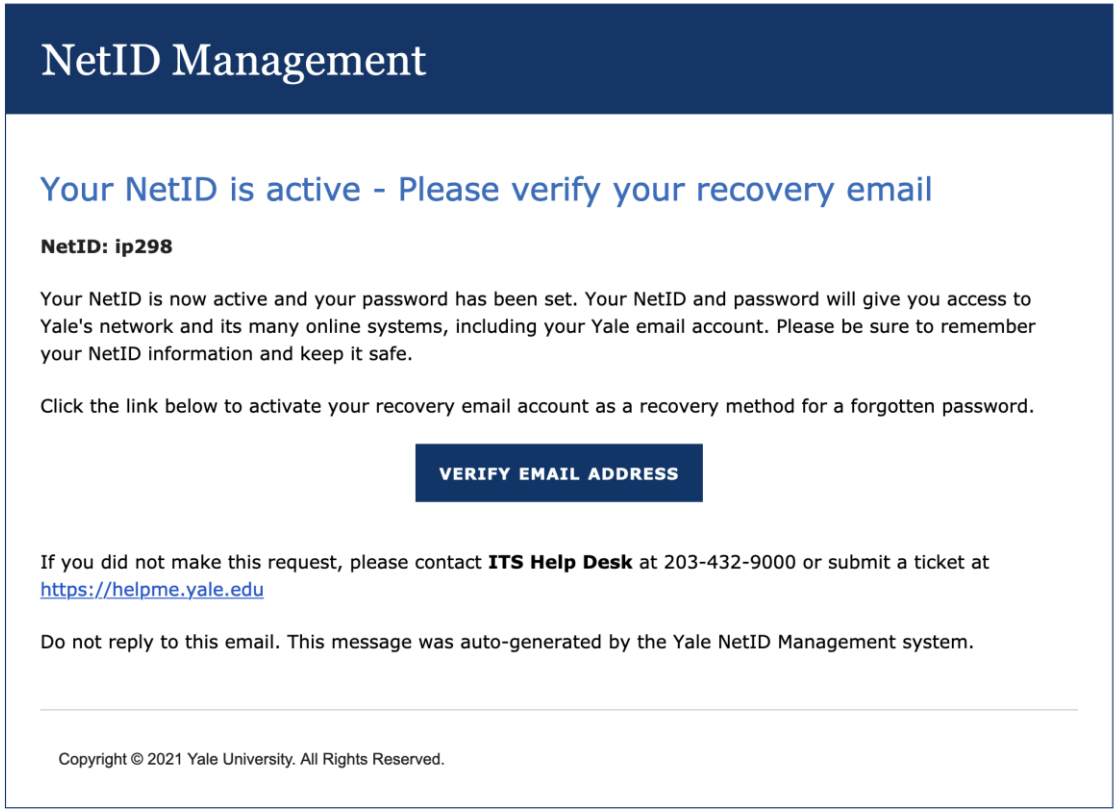
Activate NetID

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



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 https://helpme.yale.edu

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

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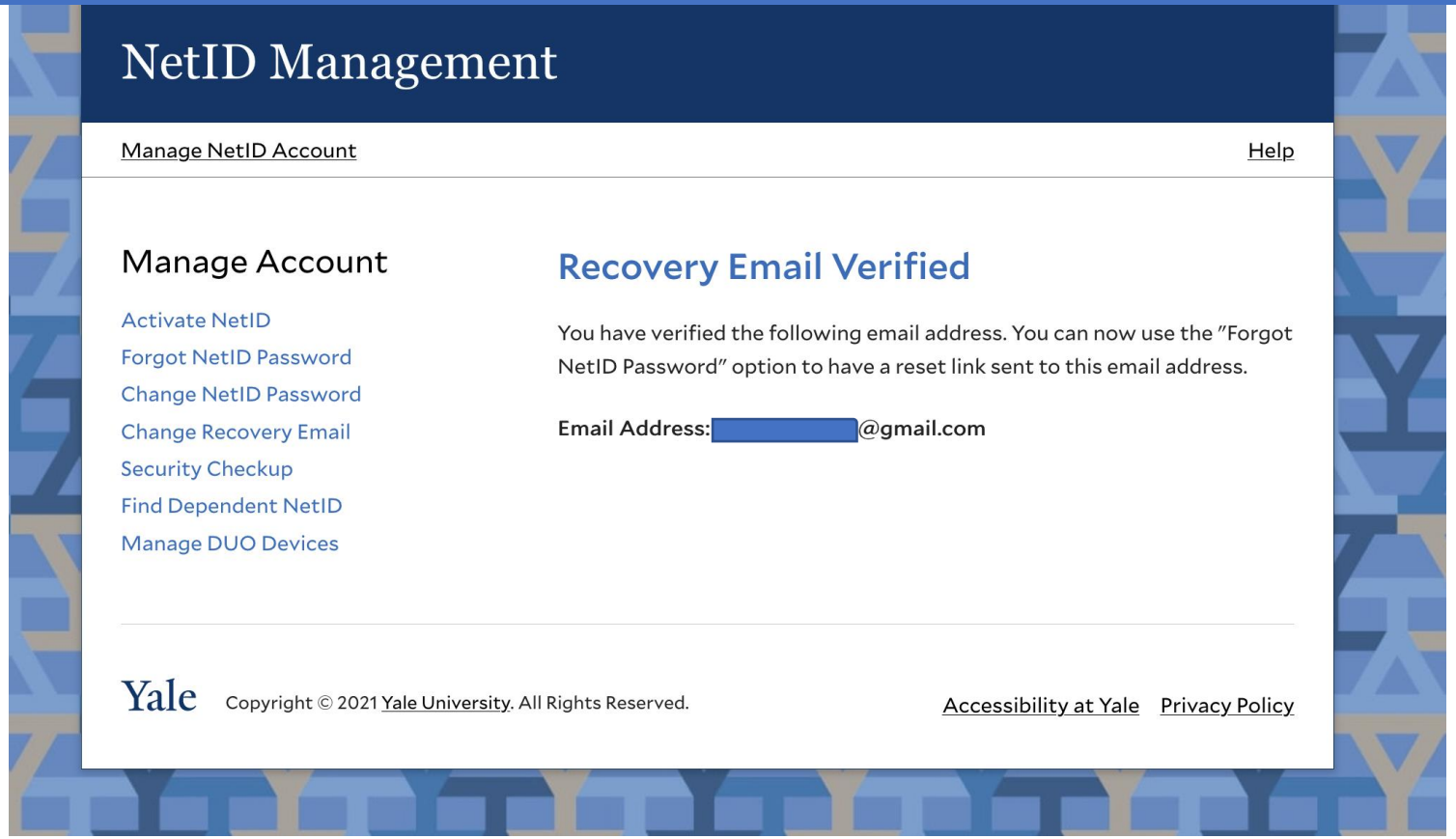
Activate NetID: Verify recovery email

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.