


## Activating Your ULID.

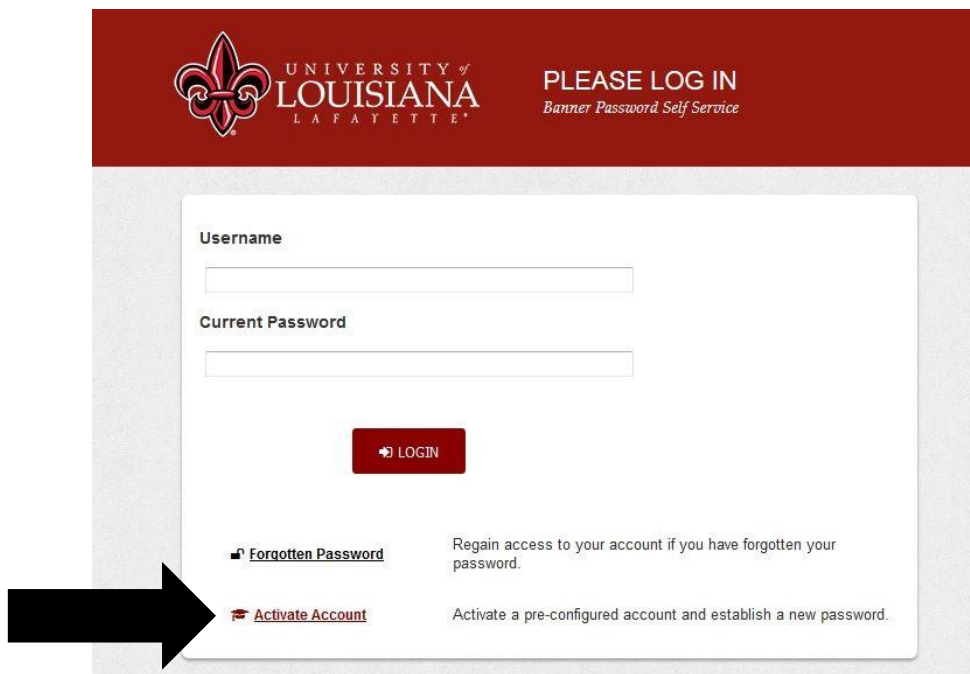
Tuesday, March 7, 2016  
12:36 PM

This document discusses how to [activate your ULID](#) for use with the University of Louisiana at Lafayette computer systems.

1. Find and locate your new ULID. One easy way to find this is in ULINK (as shown in the image below). This number will start with a C, followed by a number.



2. If your page looks like this, do not enter username or password, instead, click activate account. If you are directed to the confirm identity page, skip to step 3.



- Fill in the blanks with your first name, last name, and ULID in appropriate area as shown in the example below. Hit Activate to continue.

To confirm your identity, please enter the following information. Your information will be used to locate and activate your user account.

Be sure to complete the process, or your account will not be activated properly.

First Name (Given Name)\*

Last Name (Family Name)\*

Username (ULID)\*

▶▶ ACTIVATE

✕ CANCEL

- If the information has been entered correctly, you should see this image. Click continue.

Your user account has been successfully activated. Be sure to complete the process, or you will not be able to access your account.

▶▶ CONTINUE




5. On the new screen, please enter your new password in the provided tabs. Re-enter your password. The password must be at least six characters long. The password must include three of the four different types of characters: Uppercase, lowercase, number, and a symbol. The password must not be the same as your CLID password. Click change password to continue.

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 6 characters long.
- Must not include any of the following values: password test
- Must not include part of your name or username.
- Must not include a common word or commonly used sequence of characters.
- Must have at least three types of the following characters:
  - Uppercase (A-Z)
  - Lowercase (a-z)
  - Number (0-9)
  - Symbol (!, #, \$, etc.)


Please type your new password

**New Password** 

**Confirm Password**

 CHANGE PASSWORD

6. If the process is completed successfully, this screen should appear. Click continue.

Your password has been changed successfully.

 CONTINUE 

- Now choose three security answers. Enter the answers in the provided blanks. These answers (and questions) will serve as security protection for password recovery and identity verification. Do not forget these answers. When done, click the Save Answers button.

If you forget your password, you can access your account by answering your security questions.

Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

Please type your security answers

— Please select a question item from the list —

☛

— Please select a question item from the list —

☛

— Please select a question item from the list —

☛

— Please select a question item from the list —

☛



- Your answers to the secret questions, will now be saved. Click the continue button.

Thank you. Your secret questions and answers have been successfully saved. If you ever forget your password, you can use the answers to these questions to reset your password.



- If all steps have been completed correctly, you should see this screen and your new ULID should be active. Please close the browser to complete the activation process.

**You are now logged out.**

Please close all internet browser windows before you try to login again.