

HOW TO CREATE AN FSUID

Students who are admitted to FSU and plan to attend the University must create a permanent FSUID. The FSUID is a unique login that provides students with an official FSU email account, access to the University network, Canvas, myFSU portal, and course registration. Students will also need an FSUID to complete a housing contract and to register for orientation.

Students who accept a Summer, Seminole Pathways or Spring offer from FSU should wait two business days before trying to activate their FSUID.

Below is essential information that students must follow to activate their permanent FSUID:

- 1) Log in to **my.fsu.edu**.
- 2) Under the garnet **Sign In** button, click on **Activate Your FSUID**.

Enter your FSUID and password

Password

Sign In

[Activate Your FSUID](#) | [Reset Your Password](#) | [Help](#) | [Terms of Use](#)

- 3) On the **FSUID Activation** screen, complete all five fields that are listed and click **Submit**.

FSUID Activation

Please activate your FSUID by verifying your personal information and create a password.

All fields are required.

EMPLID: For Help with EMPLID and FSUID Account Management

First Name:

Last Name:

Last 5 digits of SSN*:

Date of Birth: Month Day Year

* If you are an international student use the last 5 digits of your FSUID generated student number, international employees use the last 5 digits of your assigned temporary SSN, if you are a FAMU student use the last 5 digits of your FAMU student number.

- 4) Read and accept the following guidelines then click **Submit**.

FSUID Activation

You must read and accept the following guidelines.

FLORIDA STATE UNIVERSITY
OP-H-6 USE OF UNIVERSITY INFORMATION TECHNOLOGY RESOURCES

A. OBJECTIVE

This policy statement is intended to support appropriate and effective use of information technology (IT) resources at Florida State University (FSU), while providing guidelines for allowable use.

B. GENERAL

1. FSU provides a wide variety of IT resources, including computers, networks, software, computer accounts, cellular phones, beepers, office telephones and hand-held and wireless devices, for use by University students, faculty, and staff. These resources are administered by the Office of Technology Integration, the Office of Telecommunications, and a number of schools, colleges, departments, and institutes, and are intended for the legitimate business of the University.

Accept

 Decline

- 5) Create a password following the requirements that are listed, then click **Submit**.

FSUID Activation

Password Requirements

- Must be at least 8 characters in length
- Must not contain any spaces
- Must contain:
 - one alpha character (a-z, A-Z)
 - one numeric character (0-9)
 - one non-alphanumeric character (~!@#\$%^&*+_-?<>)
- Must not contain any part of your name
- Must not use any obvious, easy-to-guess, dictionary words
- Must not re-use any of your last 10 passwords

Enter a password:

Re-enter password:

- 6) If the password is accepted, you will receive confirmation that your FSUID has been activated. You will also be given your new FSUID as well as your FSU email address located next to the **Windows Live ID (myFSU)**.

FSUID Activation

Congratulations! You have successfully activated your FSUID: XXXXXXXXXX ← FSUID Here

Please remember your FSUID and password. You will use them to log on to authorized FSU systems.

| Account Type | User ID | Password Setup Result |
|-------------------------|--|--|
| FSUID | XXXXXXXXXX | Successful reset of password |
| Windows Live ID (myFSU) | XXXXXXXXXX | Successful scheduling of password change |

← FSU Email Address Here

Please allow up to four hours for all FSU systems to fully update your FSUID password.

Questions?
We're here to help. Contact the ITS Service Desk at 850-644-HELP.

Students with questions about their newly created FSUID and/or password, should contact the ITS Service Desk at 850-644-HELP.