

# 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.

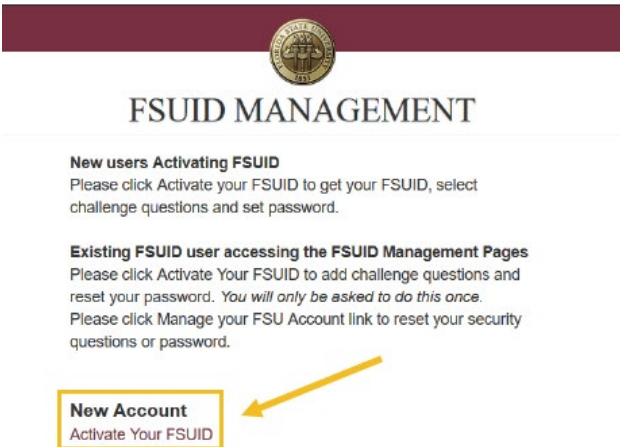
**Students who accept a Summer, Seminole Pathways or Spring offer from FSU should wait two business days before trying to activate their FSUID.**

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

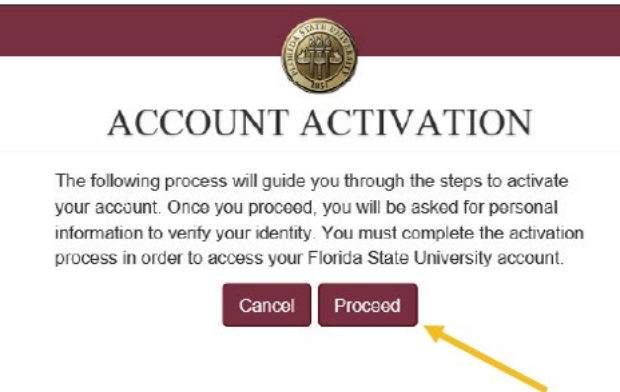
- 1) Log in to **my.fsu.edu**.
- 2) Under the garnet **Sign In** button, click on **Activate/Manage FSUID**.



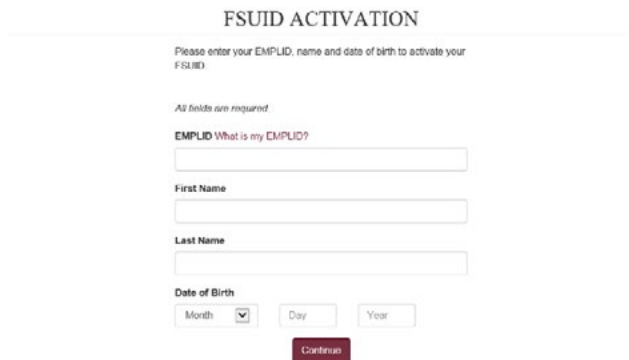
- 3) On the **FSUID Management** page, as a new or first-time user, click **Activate Your FSUID** under New Account.



- 4) To activate your permanent FSUID, read the information on the **Account Activation** screen and click **Proceed**.



- 5) At the **FSUID Activation** screen, enter the EMPLID, First Name, Last Name and Date of Birth - all four fields are required. You can access your EMPLID by logging in to your [Application Status Check](#) page. Then click **Continue**.



- 6) Depending on the information that is currently on file or that was submitted during the application process, students will see one of the two following screens:

- 6a) Students that provided their Social Security Number during the application process will be prompted to enter the last five digits of their SSN to verify their account. Then click **Continue**



- 6b) Students that did not provide their Social Security Number during the application process will be prompted to enter the email address that was used to register an FSU account (as a former student, current applicant, employee of the university). Then click **Continue**.



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7) After the student has verified their account, an FSUID will be assigned and displayed on the Account Activation screen. Make note of the FSUID and then click **Continue**.

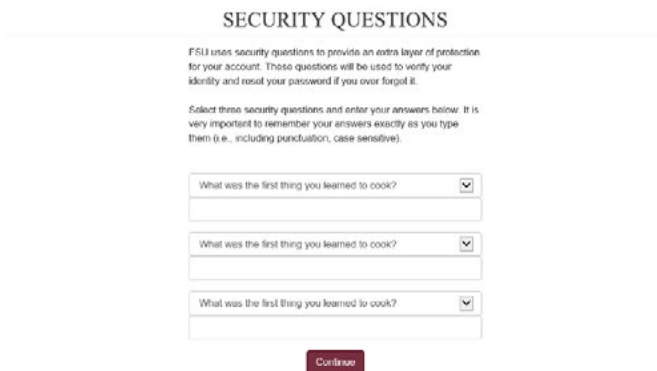


The following FSUID has been assigned to you. This will be your permanent FSUID.  
Please make a note of this. You will need it to sign in to any FSU system, and it will be part of your FSU email address (i.e., FSUID@fsu.edu or FSUID@my.fsu.edu).

**FSUID: FSU123**

[Continue](#)

8) Students will then be required to select three security questions and enter the answers to each question. These questions will be used to verify the students' identity and to reset their password. It is very important to remember the exact answers to the questions (i.e. including punctuation, case sensitive, etc.). Then click **Continue**.



**SECURITY QUESTIONS**

FSU uses security questions to provide an extra layer of protection for your account. These questions will be used to verify your identity and reset your password if you ever forget it.

Select three security questions and enter your answers below. It is very important to remember your answers exactly as you type them (i.e., including punctuation, case sensitive).

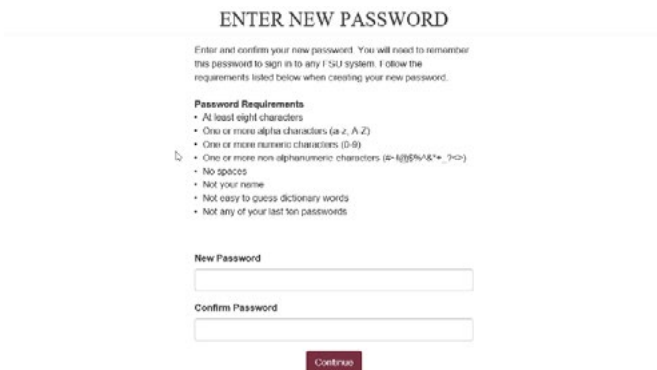
What was the first thing you learned to cook?

What was the first thing you learned to cook?

What was the first thing you learned to cook?

[Continue](#)

9) Finally, students will need to enter a password for their account. Students must follow the requirements that are listed on the screen. After confirming the password, click **Continue**.



**ENTER NEW PASSWORD**

Enter and confirm your new password. You will need to remember this password to sign in to any FSU system. Follow the requirements listed below when creating your new password.

**Password Requirements**

- At least eight characters
- One or more alpha characters (a-z, A-Z)
- One or more numeric characters (0-9)
- One or more non-alphanumeric characters (!@#%&\*~?<>)
- No spaces
- Not your name
- Not easy to guess dictionary words
- Not any of your last ten passwords

New Password

Confirm Password

[Continue](#)

10) If the password is accepted, students will receive confirmation that the FSUID and its corresponding account has been successfully activated. The student can then proceed to their myFSU portal.



**ACCOUNT ACTIVATION**

Success! Your account activation is complete.

Your FSUID: **FSU123**

[myFSU Portal](#)