After gaining acceptance to Florida State University, you will receive an email from FSU ITS Announcements. The email will contain your FSUID as well as your nine-digit EMPLID. Before you can use your FSUID, you must finish setting up your account. Please visit the myFSU portal (my.fsu.edu) and click on ‘Activate/Manage FSUID’.

Below is a step-by-step process to claim your FSUID and complete the activation process:

1) Go 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 (if you have not previously set security questions or have not reset your password since June 1, 2018), click Activate Your FSUID/Set Security Questions.
4) To activate your permanent FSUID, read the information on the Account Activation screen and click Proceed.
5) On the FSUID Activation screen, enter the EMPLID, First Name, Last Name and Date of Birth - all four fields are required. You can find your EMPLID by logging in to your Application Status Check page or by viewing the email you received from ITS Announcements. 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 following two 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, or employee of the university). Then click Continue.

continued on next page
HOW TO CLAIM YOUR FSUID

7) 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 is the name of your favorite restaurant?
What is the name of the manager at your first job?

Continue

8) 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 any of your last ten passwords

New Password
*******

Confirm Password
*******

Continue

9) 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: TZZTE55

myFSU Portal