

# How to: Set up a new eRaider Account

## Solution Title

How to: Set up a new eRaider Account

## Details

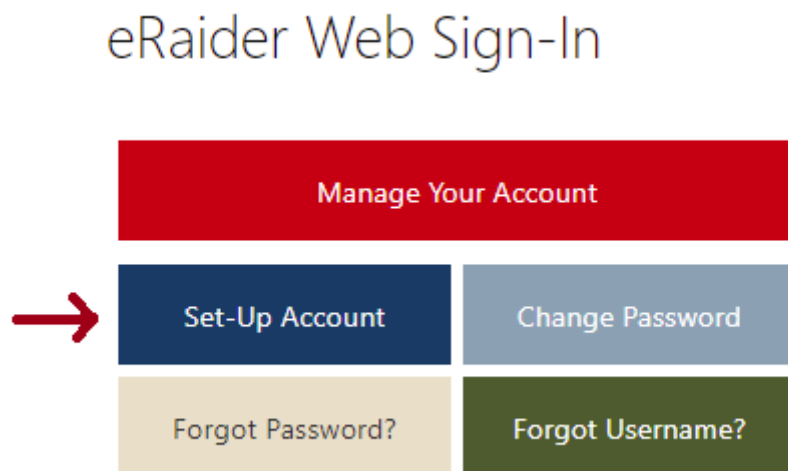
### Before beginning

You will need your eRaider username and a set-up code to complete this process. If you do not know your username, please see [How to: Look up your eRaider username](#). If you do not have a set-up code, check your email account for a message from **merlin@ttuhsc.edu**. (Try looking in your Junk folder if it is not in your Inbox.)

If you could not locate a set-up code, it is possible that your account is already set up. Try following the [forgot password](#) process to try setting a new password. If that does not work, you may [contact IT Solution Center](#) by telephone to obtain a set-up code.

### Set up your account

1. Browse to <https://eraider.ttuhsc.edu> and click **Set-Up Account**.



2. Type the requested information and click **Confirm**.



Account Set-Up

## eRaider Account Set-Up

### Request Information

Complete this form to begin the process of setting-up your eRaider account.

Questions? TTU Students and Employees can contact the IT Help Central at <http://ithelpcentra>  
Employees can contact the IT Solution Center at <http://www.ttuhscc.edu/it/is/itsolutioncenter/>

\* First Name:

Rectangular Snip

\* Last Name:

\* Birthdate (mm/dd/yyyy):

\* Code:

3. Review the 'Terms of Use' statement. Click **Agree** if you agree to the terms.

# eRaider Account Set-Up

## eRaider Terms Of Use – First Time Activation

Use of TTU Information resources is subject to University OPs and other applicable law of the State of Texas, TTU is required to notify you of the following: "A) Unauthorized use subject to security testing and monitoring, C) Misuse is subject to criminal prosecution, as otherwise provided by applicable privacy laws" (Title 1, Texas Administrative Code, §

I understand:

- use of Texas Tech computers and networks requires prior authorization and my use by automated and/or manual security testing procedures. I understand that unauthorized access, prohibited and abuse is subject to immediate termination of the account or service and/or criminal prosecution.
- I must not purposely engage in activity that may: harass, threaten or abuse others; disclose Information Resources; deprive an authorized user access to an information resource those allocated; circumvent computer security measures. I will not intentionally access which Texas Tech University may deem to be offensive, indecent or obscene.
- I must comply with all policies, standards, and procedures adopted to safeguard information resources as outlined in the appropriate Texas Tech University Security Policies found at <http://www.depts.ttu.edu/opmanual/OP52.04.pdf> and Texas Tech University Health Services found at <http://www.ttuhs.edu/hsc/op/op56/op5601.pdf>.
- failure to comply with any of the conditions noted herein may result in immediate termination. I further understand that the university retains the right to pursue prosecution when an information resource is suspected.
- Texas Tech uses electronic methods of communications (e.g., email sent to a ttu.edu student or employee-provided cell phone number, etc.) to keep in regular contact. This includes communications, general announcements, and special alerts. I understand these communications come informed of academic and administrative information, including but not limited to emergency notifications.

I agree to allow Texas Tech to contact me via electronic methods of communications, and to the use of electronic records for electronic transactions.

By clicking on "I Agree", I attach my electronic signature to and agree to the above Terms

**Agree**



Account Set-Up

Terms of Use

User Information

Contact Information

eRaider Password

Email Services

Confirm Settings

Complete Set-Up

## eRaider Account Set-Up

### Biographical Information

Please provide the required information in the spaces provided. It is very important that you provide accurate information. Failure to do so will result in account problems and possible termination of your account.

Fields marked with an asterisk (\*) are required.

First Name: John

Last Name: Doe

\* Phone:

\* Email:

\* Verify Email:

\* Gender:  Male  Female

\* Address:

\* City:

State (for US addresses):

\* Postal Code:

\* Country:

- The eRaider activation screen will collect alternate contact information which will only be used to help you reset the password in the future or to alert you of account activity. Specify an alternate email address and a mobile phone number, and then click **Continue**.

*NOTE: You must specify at least one of the alternate contact methods in order to proceed. If you do not have a mobile phone number for one of the carriers specified in the drop-down list, then specify an alternate email address. If you do not have an alternate email address, you may create a new address using one of many free email services on the Internet.*



Account Set-Up

Terms of Use

User Information

Contact Information

eRaider Password

Email Services

Confirm Settings

Complete Set-Up

## eRaider Account Set-Up

### Contact Information

Should you forget your password, the information below will be used to verify your identity about account activity.

#### Email Address

The email address must be a valid mailbox and cannot be a TechMail (@ttu.edu) or HS

Email Address:

Confirm Email Address:

#### Mobile Number

The mobile number must be capable of receiving text (SMS) messages.

Carrier:  Additional

Phone Number:

Confirm Phone Number:

[Continue](#)

6. Type a password of your choice which conforms to the requirements. Then, click **Continue**.

*NOTE: You will not be presented with the password again, so type a password that you can remember.*





Account Set-Up

Terms of Use

User Information

Contact Information

eRaider Password

Email Services

Confirm Settings

Complete Set-Up

## eRaider Account Set-Up

### eRaider Password

#### Requirements

- Must be 8 - 15 alphanumeric characters
- Must contain upper & lower case characters
- Must contain a number
- Must NOT contain a number as the first or last character
- Must NOT contain any word found in a dictionary
- May contain special characters

Enter password:

Confirm password:

[Continue](#)

7. If you have access to email services, you will be prompted to select an email alias. You may select one of the default aliases presented or type a custom alias. Click **Continue** after selecting an email alias.

*NOTE: The portion of your alias after the dot comes from your last name in Texas Tech's authoritative records and cannot be changed except by changing the authoritative records.*



Account Set-Up

Terms of Use

User Information

Contact Information

eRaider Password

Email Services

Confirm Settings

Complete Set-Up

# eRaider Account Set-Up

## E-mail Services

- For users who have e-mail services at both TTU and HSC:
  - Your e-mail address (first.last) will remain the same across both institutions. Change your mail account at the other institution.
  - Creating a second e-mail service will allow the user to choose a primary e-mail address (@ttu.edu or @ttuhsc.edu).
- The custom e-mail address field allows alphabetic (a-z), numeric(0-9) periods (.) and hyphens (-).
- Changing your e-mail address may affect your ability to continue posting to listserv. Please unsubscribe before continuing and re-subscribe after your new address is established.
- If you have concerns about making this change contact IT Help at your institution:
  - Texas Tech University: [IT Help Central](#)
  - Health Sciences Center: [TTU HSC Help Desk](#)

	Address	Display Name
<input type="radio"/>	john.doe	Doe, John
<input type="radio"/>	<input type="text" value=""/> .doe	Doe,

**Continue**

8. If your account has access to both TTU and TTUHSC email, you will be prompted to select a primary address. After selecting your primary address, click **Continue**.
9. If you have access to enterprise voice services, you must set a PIN for conferencing and voice mail. Type a PIN which meets the stated criteria. Then, click **Continue**.

*NOTE: If an error appears in which there is a hyphen (-) or asterisk (\*) and you are not able to click Continue, as a work-around make sure that the all information in the 'Mobile', 'Assistant Number', 'Home', 'Fax', and 'Notes' fields is cleared out. If desired, this information can be re-entered in the eRaider Account Manager once the account is successfully activated.*

10. Review and approve your information for submission. Click **Complete Account Set-Up**.

**Account Set-Up**

- Terms of Use
- User Information
- Contact Information
- eRaider Password
- Email Services
- Confirm Settings
- Complete Set-Up

## eRaider Account Set-Up

### Confirm Information

Please review the following information and click the Complete Account Set-Up button to confirm this information is not correct, press the Cancel button to begin your account set-up process.

**NOTE: Your account has not been activated yet. Activation occurs once you press the Complete Account Set-Up button.**

First Name: John  
Last Name: Doe  
Phone: 806-555-1234  
Email: texastechfan@outlook.com  
Gender: M  
Address: 1 Some Rd  
City: Lubbock  
State (for US addresses): Texas  
Postal Code: 79409  
Country: United States  
Contact Email: texastechfan@outlook.com  
Contact Phone: 806-555-1234  
TechMail Address: john.doe@ttu.edu

**Complete Account Set-Up**

## Keywords

eRaider account set up setup activation new employee student

## Solution Properties

Solution ID

150527153644039

Last Modified Date

4/3/2019 2:08 PM

Author

admin



