



Instructions to Activate Your NetID

2017-18

Each AVC representative is assigned a NetID to access our information system. This account is set up through the University's Office of Information Technologies. It should take us approximately 2 business days to add you to the system. Once we notify you that you have access to the system, you should plan for 15 minutes to activate your NetID and forward your ND email address.

If you are having issues with generating your NetID, please contact the OIT Help Desk at (574) 631-8111 or oithelp@nd.edu.

Step 1: Verify and/or provide information.

1. All incoming ASC volunteers are asked to provide their name, class year (if applicable), mailing information, email, phone number, and birthdate to the admissions office. You will be contacted for this information.
2. Once you verify this information, we will code you in the system and send you the information you need to obtain your NetID. Please note: you will need the following pieces of information to set up your NetID.
 - a. NDID (also called 900 #) – this is your primary university identification number, which will be used to activate your account. **We will send your NDID to you.**
 - b. Birthdate

Step 2: Activate your Net ID.

1. You will receive an email from the Admissions Office to let you know when you can set up your account. This will include your NDID (900 #) which is your NDID (not your NetID). You should receive the email within 1-2 business days of providing/verifying your contact information.
2. Go to <http://oit.nd.edu/netid> to begin the process.
3. On the middle of the page, click on the link "To obtain your new NetID, click here."
4. You will need to review the Responsibly Use of Information Technology Resources, and click the link "I understand and accept my responsibilities."
5. You will need to take a brief, 9-question, true/false quiz on the policy (it will prompt you if you answer incorrectly) –at the bottom of the text on the page, click on the link "Click here to begin the quiz."
6. At the conclusion of the quiz, you will be directed to a link to get your NetID and set your password.
7. You will need to enter your NDID (900#) and your birthdate. (This is the number provided by the admissions office).
8. After entering your NDID (900#) and your birth date, you will be prompted to setup three security questions in order to allow you to reset your password if you forget or lose it.
9. The next page will give you your NetID, which will be a variation of your name (e.g., John Doe's NetID might generate as jdoe).
10. You will be asked to set a password.
11. You will now have your NetID and password. This will give you access to the AVC system.

Step 3: Forward your ND email account to personal account.

1. This process will also activate a Notre Dame email account. We suggest that you use your personal email account, and forward the ND account to your personal email account. Every 180 days, you will be asked to reset your password, which gives you access to your student rosters. The email reminder will be sent to your Notre Dame email address.
2. Go to gmail.nd.edu > Settings > click on Forwarding and POP/IMAP on the menu tab > add a forward address > enter your email address > confirm