

## Network Access (E-mail) Account

### Welcome to FAU!

FAU offers many computing and web-based services, all of which require an account, called an FAUNet ID. These accounts are customarily created when faculty, staff, or students are entered into the University's information system. However, faculty frequently would like to have an FAU e-mail account and access to its services before that happens. So that we can get your account set up before you are fully in the system, please complete the attached form. Then return the form with your signed letter of offer. The account will be created within 3 business days of our receipt of the completed form.

### How do I find out what my account is?

Once your account is created, you can look it up by going to the following website:

<http://myfau.fau.edu>

Then click on **Lookup Username/FAUNet ID** which is in the login box. To see what your FAUNet ID is, you will need to enter either your Social Security number **or** your first and last name (middle name also if it is used in your FAU records) and date of birth. If your account has not been created yet, you will get an error message stating "There is no data available." You should call the college to which you returned the form and ask if it had been forwarded to HR.

### What does this account do for me?

Your FAUNet ID (username) gives you access to the University's web portal, MyFAU, which in turn provides access to FAU Self-Service – where you can view your pay and tax information. Your FAUNet ID is also the base of your e-mail address (which will be faunetid@fau.edu), is your username for Blackboard and eCollege (used in Nursing and Business only), and it also gives you network access (including wireless on campus).

### What is my password?

The default password for most, if not all, FAU computer services is the birth date in MMDDYY format.

Although the FAUNet ID is used as the username for various online services, the passwords for those services are not linked or synchronized, with the exception of e-mail and MyFAU. If you are like most people and have trouble keeping your many passwords straight, we suggest you set the same password for all systems:

1. Log onto MyFAU (<http://myfau.fau.edu>); the first time you use the system it will prompt you to change your password.
2. If you use Outlook for your e-mail, set the password in Outlook to the same as you used in MyFAU. If you change your MyFAU password, you will need to change the password in Outlook. E-mail and MyFAU use the same database for logging in.
3. Set your network access password to the same as the MyFAU password: press CTRL-ALT-DEL on your office computer that is connected to the network; in the window that opens click **Change Password**.

### How can I get help using these services?

To get help with any computing services and accounts, you can contact the Online Computing Support Center at <http://www.fau.edu/helpdesk>.

## Network Access (E-mail) Account Request Form

In order to create an FAUNet ID (and thereby e-mail account) for you, FAU needs the following information. *To protect your information, this form will be sent to Human Resources and will be destroyed when the account is created.*

Please return this form with your signed letter of offer.

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Signature \_\_\_\_\_

By signing this form I agree to abide by all Florida Atlantic University Information Resource Management (IRM) Acceptable Use Policies (AUP). The IRM AUPs can be found at:

[www.fau.edu/irm/techpolicies.pdf](http://www.fau.edu/irm/techpolicies.pdf)