



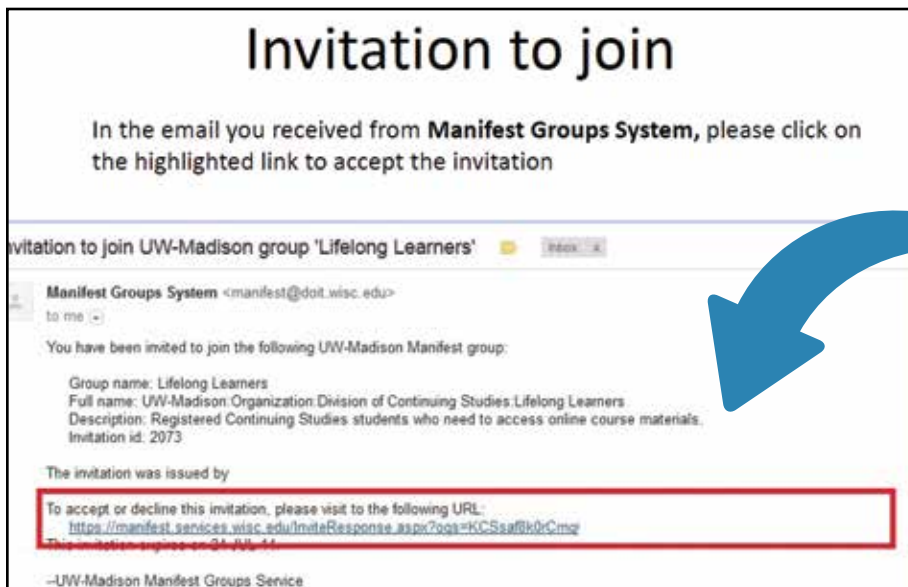
Instructions on How to Get Your UW-Madison NetID

As an online student at UW-Madison, you will take your courses through a website called **Moodle**. **Moodle** is a place where our students and teachers can work together, completely online.

First, you will need an official UW-Madison NetID, which is a username and password. You will use your NetID to login to Moodle and take your class. This document explains the steps to get your NetID. There are **5 Steps** in this process.

Step 1

You will receive an email invitation to join UW-Madison Lifelong Learners Group from Manifest Group Systems, an online tool that helps you register for your class at UW-Madison.



Open the email and click on the highlighted link to accept your invitation.

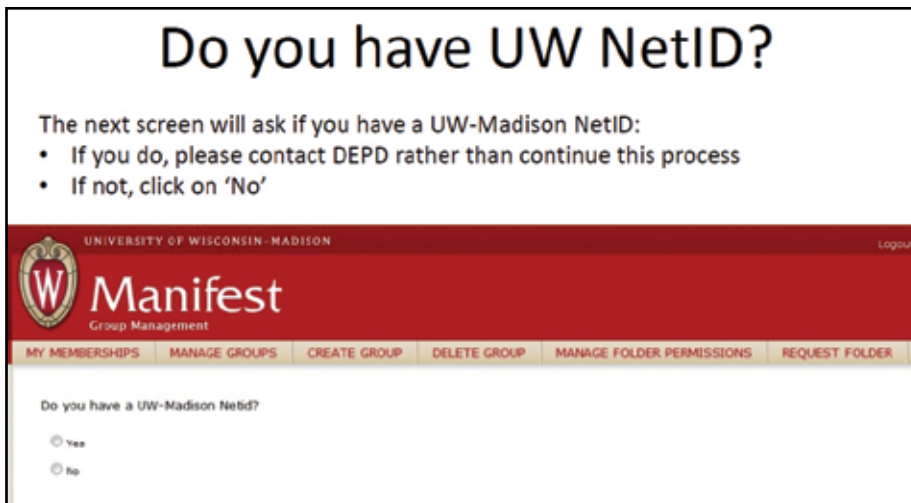
You have completed **Step 1**.

The link you clicked on takes you to **Step 2**.

Step 2

The link you clicked on to accept the invitation takes you to a website to answer several questions.

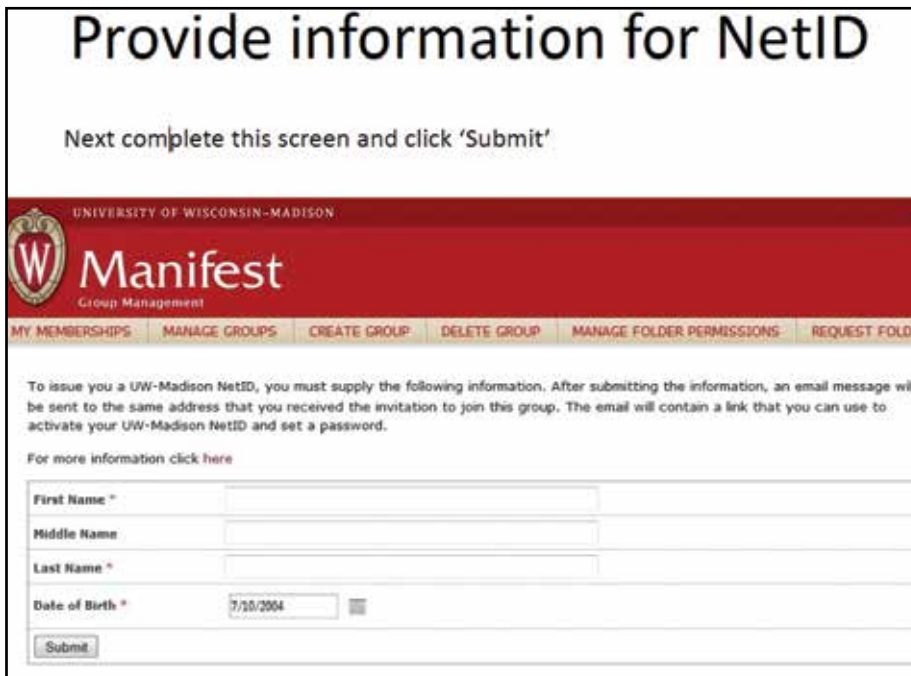
Now you will see a screen asking if you already have a NetID. Click “no” to continue this registration. If you already have a NetID, stop here and contact: help@doit.wisc.edu or call 608-264-4357.



The screenshot shows a web page titled "Do you have UW NetID?". Below the title, it says "The next screen will ask if you have a UW-Madison NetID:" followed by two bullet points: "If you do, please contact DEPD rather than continue this process" and "If not, click on 'No'". The page header includes the University of Wisconsin-Madison logo and the "Manifest Group Management" title. A navigation bar contains links for "MY MEMBERSHIPS", "MANAGE GROUPS", "CREATE GROUP", "DELETE GROUP", "MANAGE FOLDER PERMISSIONS", and "REQUEST FOLDER". The main content area asks "Do you have a UW-Madison Netid?" with radio buttons for "Yes" and "No".

Provide information to get your NetID.

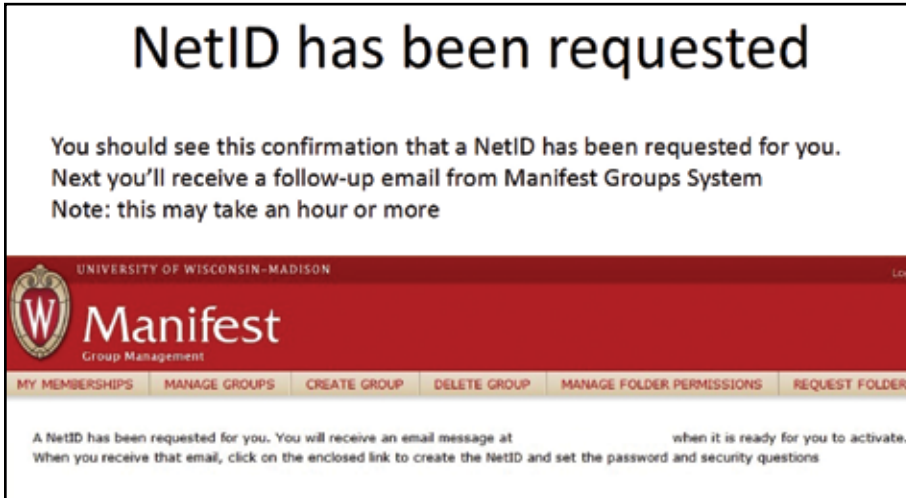
Now you will see a screen asking for your first name, last name, and date of birth. Fill in your information and click “submit.”



The screenshot shows a web page titled "Provide information for NetID". Below the title, it says "Next complete this screen and click 'Submit'". The page header includes the University of Wisconsin-Madison logo and the "Manifest Group Management" title. A navigation bar contains links for "MY MEMBERSHIPS", "MANAGE GROUPS", "CREATE GROUP", "DELETE GROUP", "MANAGE FOLDER PERMISSIONS", and "REQUEST FOLDER". The main content area contains a paragraph: "To issue you a UW-Madison NetID, you must supply the following information. After submitting the information, an email message will be sent to the same address that you received the invitation to join this group. The email will contain a link that you can use to activate your UW-Madison NetID and set a password." Below this is a link: "For more information click here". The form fields are: "First Name *", "Middle Name", "Last Name *", and "Date of Birth *" (with a date picker showing 7/10/2004). A "Submit" button is at the bottom.

See confirmation that your NetID has been requested.

Now you will see an **acknowledgment** indicating that your NetID request has been received. You have completed **Step 2**.

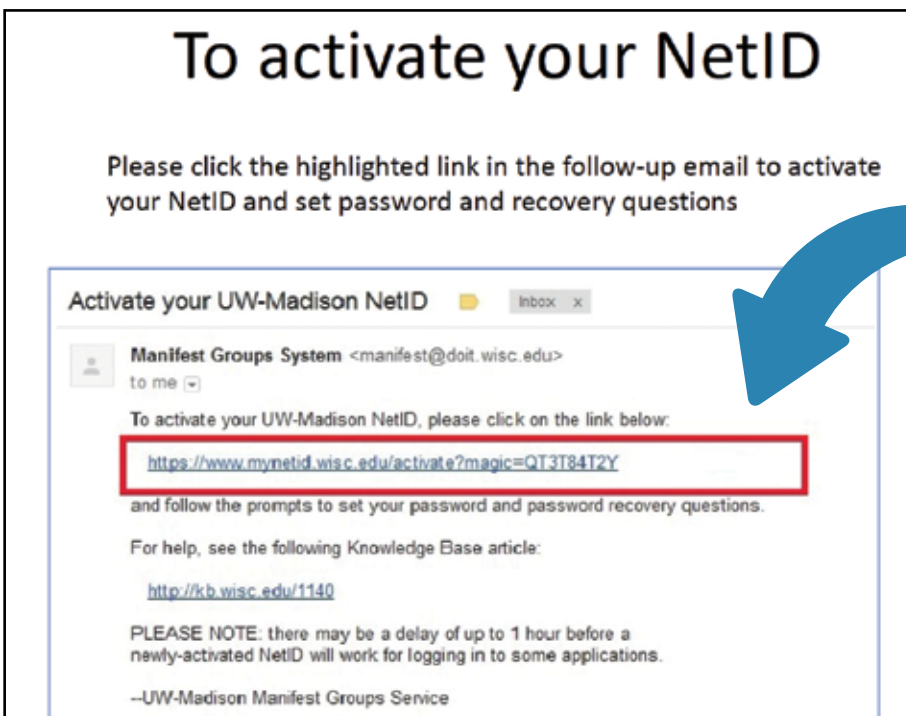


Step 3

You will receive an email asking you to activate your new NetID.

(Email will be from Manifest Group Systems.) Open the email and click on the highlighted link to activate your NetID.

You have completed **Step 3**.



Step 4

The link you clicked in Step 3 takes you to a website to complete several forms, set your password, and receive your new NetID.

Review IT compliance agreement.

Now you will see a screen that asks you to read an **Information Technology (IT) Compliance Agreement**. Read the information, scroll to the bottom of the page, and then click "I accept."

Review IT compliance agreement

Review the IT Compliance Agreement that appears next, then scroll to the bottom where you can click "I accept"



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Hello,

UW-Madison IT Compliance Agreement

Last Updated: November 8, 2009

This agreement is to communicate to you the relevant policies and terms of service for using university IT resources. This includes using your university issued credentials (e.g. NetID and password) to connect to the University network and how to manage your personal and university data. Annual compliance training is strongly recommended. You may review this agreement at any time by visiting <http://www.do.wisc.edu/policies/compliance/>.

Policies

The following policies outline your responsibilities for using campus IT resources. Additional policies and policy information may be viewed at <http://www.do.wisc.edu/policies>.

Policy for Appropriate Use of University of Wisconsin-Madison Information Technology Resources


Access to electronic mail, the Internet, databases, computers and other information technology (IT) resources is essential to the mission of the UW-Madison (to create, integrate, transfer and apply knowledge), and the achievement of excellence requires their effective use by all faculty, staff and students.

Review Terms of Service.

Now you will see a screen that asks you to read the **Terms of Service**.
Read the information, scroll to the bottom of the page, and click "I understand."

Review terms of service for NetID

Review the terms of service for NetID, then scroll down and click "I understand"



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Terms of Service for NetID and other Campus User Credentials

NetIDs and other user credentials are available to applicants, students, faculty, staff and others based on their affiliation with campus and their business need to certain applications, services and data. Information about you or about others is accessible through your NetID and other campus credentials. In order to maintain the privacy of this information it is vital that you understand your responsibilities to in securely managing your NetID/Password and other campus credentials. Please know and comply with the following:

- You are responsible for securely managing your NetID/Password and other university credentials. This includes not sharing your NetID/Password and other university credentials with any other person, including anyone representing the Division of Information Technology (DIT). For information on protecting your credentials and secure computing, visit <http://www.dio.wisc.edu/security>
- Create and manage strong passwords. Information on creating a strong password and managing your passwords can be found at: <http://www.dio.wisc.edu/security/secure/passwords.aspx>
- Unauthorized authentication attempts or misuse of UW Madison information resources should be reported to Badger Incident Response Team (BadgIRT). For reporting procedures, visit <http://www.dio.wisc.edu/security/report> or contact the Help Desk at 608-264-4357.
- If you identify issues concerning your NetID and other campus credentials, contact the Help Desk by calling 608-264-HELP or submitting an online form at <http://helpdesk.wisc.edu>
- If the University receives a credible report that a violation has occurred, or if, in the course of managing the service, discovers evidence of a violation, then the matter will be referred for investigation, University disciplinary action and/or criminal prosecution.

Set your Security questions.

Now you will see a screen that asks you to select three security questions and save your answers. **Write your answers down in a safe location**, in case you forget your password or need help from the Help Desk (help@doit.wisc.edu or call 608-264-4357).

Setting security questions

Select three security questions and save your answers



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Account Recovery Questions for

For personal security and to verify your identity, you are now required to answer 3 questions. If you forget your password or need assistance from the Help Desk you will need to confirm the following information. Make sure your answers are easy for you to remember but difficult for others to guess.

Please choose 3 questions from the lists below:

Your new questions:

When you were young, what profession did you want to be when you grew up? (for example, Doctor, Lawyer or Firefighter) ▾

What is the name of your favorite childhood friend? ▾

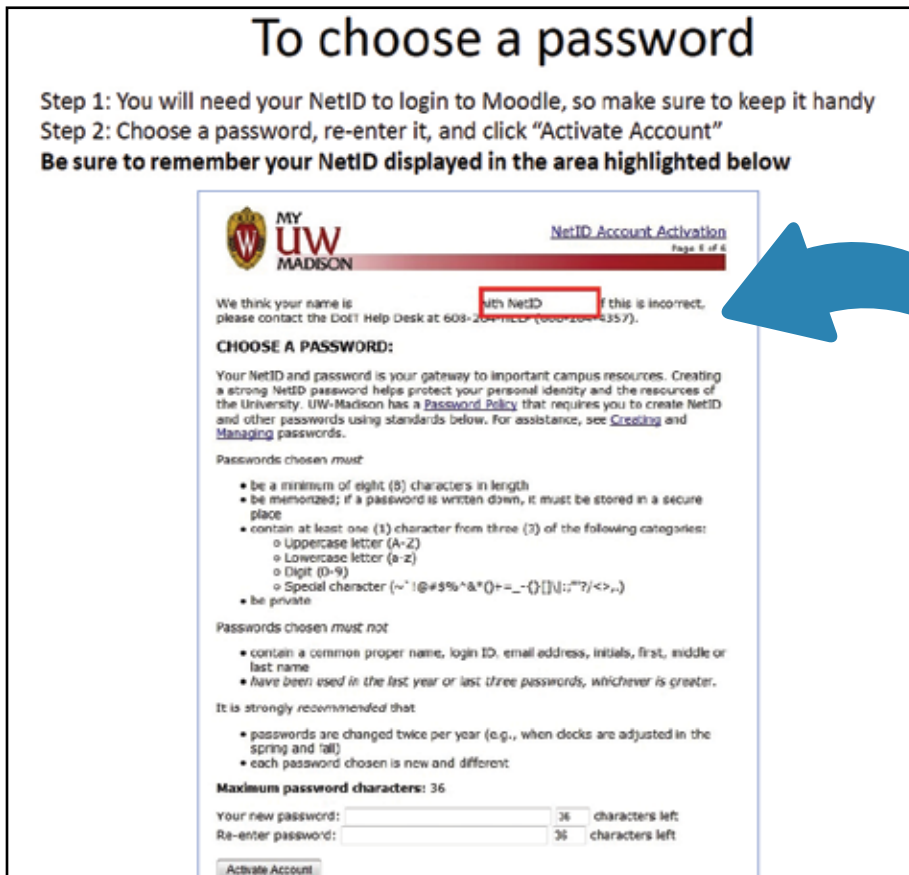
What is your father's middle name? ▾

Get your NetID and choose your password.

Now you will see a screen that verifies your name and gives you your new NetID.


IMPORTANT: You need your NetID to login to your classes and to complete the registration process.
Write your NetID and password down in a safe location.

Next, scroll to the bottom of the page and create your password.
Re-enter your password and click "Activate Account"



To choose a password

Step 1: You will need your NetID to login to Moodle, so make sure to keep it handy
Step 2: Choose a password, re-enter it, and click "Activate Account"
Be sure to remember your NetID displayed in the area highlighted below

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We think your name is _____ with NetID _____ If this is incorrect, please contact the DoIT Help Desk at 608-263-NEED (608-263-6357).

CHOOSE A PASSWORD:

Your NetID and password is your gateway to important campus resources. Creating a strong NetID password helps protect your personal identity and the resources of the University. UW-Madison has a [Password Policy](#) that requires you to create NetID and other passwords using standards below. For assistance, see [Creating](#) and [Managing](#) passwords.

Passwords chosen must

- be a minimum of eight (8) characters in length
- be memorized; if a password is written down, it must be stored in a secure place
- contain at least one (1) character from three (3) of the following categories:
 - Uppercase letter (A-Z)
 - Lowercase letter (a-z)
 - Digit (0-9)
 - Special character (~!@#%&*()+=_{}|:;"/<>.,)
- be private

Passwords chosen must not

- contain a common proper name, login ID, email address, initials, first, middle or last name
- have been used in the last year or last three passwords, whichever is greater.

It is strongly recommended that

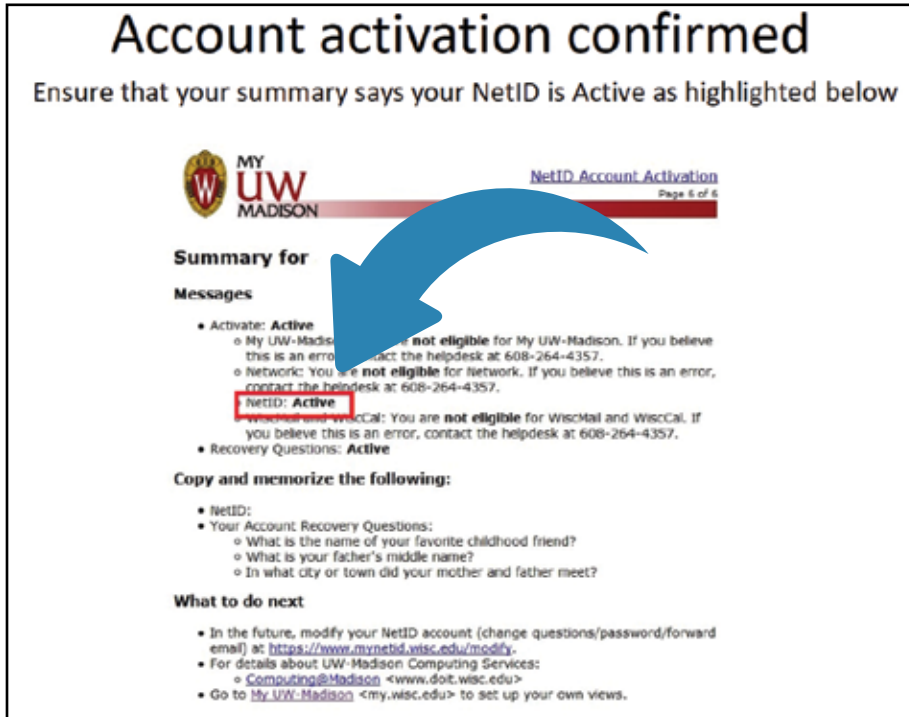
- passwords are changed twice per year (e.g., when clocks are adjusted in the spring and fall)
- each password chosen is new and different

Maximum password characters: 36

Your new password: 36 characters left
Re-enter password: 36 characters left

Your account is confirmed

Now you will see a screen that confirms that your new NetID is active.
You have completed **Step 4**.



Step 5

You will receive an email with instructions on how to login to your online course.

You have completed your NetID registration.
Within 24 hours of creating your NetID, you will get an email from the program director with instructions to login to Moodle and begin your UW-Madison class.

Thank You!