Email and CAS Account Creation is the process that creates a login to the Central Authentication Service (CAS) and UDEL email.

- Look for an email from consult@udel.edu with the subject “Create your University of Delaware account”.
- The email goes to the email address that you gave us when you applied. (To change the email where this is sent please email eli-registrar@udel.edu).
- Clicking the link will open the My UD Settings: New Account form.
- The link within the email is active for 7 days.
• After 7 days, the link expires.

To have a new link sent, students can email eli-registrar@udel.edu and include their full name and ID number.
My UD Settings: Account Creation

UDelNet ID Settings

- A UDelNet ID is the first half of a University of Delaware email address (udelnetid@udel.edu).
- All official University correspondence is sent to a student’s UD email address.
- Students must create a UDelNet ID that is 3-8 lowercase letters with no spaces, numbers, or punctuation marks.
My UD Settings: Account Creation

Security Question Settings

- Choose security questions that only you will be able to answer.
- You may change your security questions at any time in My UD Settings.

![Security Question Settings Screenshot](image-url)
My UD Settings: Account Creation

Password Settings

- Password must meet security standards including:
  - Length of 12 to 30 characters
  - Uses at least three of these character types:
    - An upper case letter
    - A lower case letter
    - A number
    - A special character (NOT a space)
  - Not based on a simple character pattern
  - Not based on a dictionary word
- You may change your password at any time in My UD Settings.

![My UD Settings Page](image-url)
My UD Settings: Account Creation

About Two-Factor Authentication (2FA)
My UD Settings: Two-Factor Authentication Settings

Communication Methods

![My UD Settings: Two-Factor Authentication Settings](image-url)
My UD Settings: Two-Factor Authentication Settings

Google Authenticator Option (Google Authenticator is a smart-phone app for generating a 2FA code)

- Google Authenticator is the recommended method for receiving a 2FA code.
My UD Settings: Two-Factor Authentication Settings

Primary Method
My UD Settings: Two-Factor Authentication Settings

Primary Method Verification

- Verify that you can receive a 2FA code.
My UD Settings: Two-Factor Authentication Settings

Receiving the 2FA code

- Google Authenticator: Retrieve a code by viewing the Google Authenticator app on your device.
- Voice message: Be prepared to answer your phone and write down the code provided.
- Text message: You will get a text saying “Your UD Auth code is 000000”.
- Email message: You will get the following email.

![Image of email example]

Account security verification code.

UNIVERSITY of DELAWARE

UDelNet Account Verification

Your UD authentication code is:

98900348

If you did not request a code, please contact the IT Support Center at (302) 831-6000 or email consult@udel.edu

University of Delaware
Newark, DE 19716

UD Home
My UD Settings: Two-Factor Authentication Settings

Emergency 2FA Codes

- It is highly recommended that you print the emergency codes listed before going to the next step. These are 1-time use codes that can be used in the case of an emergency if you are unable to use your primary or backup method for any reason.
My UD Settings: Account Creation

Confirmation page

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You are done!

- You have created your University of Delaware account.
- You have set up two-factor authentication.

My account information

Keep your password secret! Don't write it down and don't tell it to anyone!

- UDNet ID: example
- UD email address: example@udel.edu
- UD ID: 705999999

Important: All official University correspondence is sent to your UD email address.

- You are responsible for receiving and reading official communications sent to your udel.edu account in a timely fashion.
- You are responsible for ensuring that your SPAM filter does not delete official University correspondence.
- If you forward your udel.edu email to a non-UD email account, you are responsible for making sure that forwarding is configured correctly. You should follow your email provider's help files about "white-listing" email from udel.edu addresses to make sure that UD email does not end up in your non-UD email account's SPAM or Junk folder.
- You will never be asked to confirm account information online to keep your account active – by the University of Delaware or any other legitimate entity.
- To find the University of Delaware email system, visit My UD Business: www.udel.edu/myudbusiness.

My password reset communication methods

If you forget your password, a password reset message can be sent to one of your communication methods in our records. You will need to be able to get to that phone or email quickly. A cell phone for text messages is recommended. Depending on your cell service, message and data rates may apply, but there are no UD charges.

Please make sure this information is correct.

- UDNet: 333-333-3333
- example@gmail.com

Two-factor authentication (2FA):
- 555-555-5555
- 777-777-7777

You are encouraged to keep your contact information current. See the help page for information on how to make changes.

Students who do not have a non-UD email address on file should provide a personal email address in UDNet. Doing so facilitates password resets in the event that students forget their security questions and answers.

Manage your account in My UD Settings
My UD Settings: UDelNet Security Update

Confirmation email

Confirmation of online form submission.

UNIVERSITY of DELAWARE

UDelNet Account Confirmation
You have completed the account creation process and are now able to log in to University of Delaware secure services using your UDelNet ID and password.

Keep your password secret! Don't write it down and don't tell it to anyone!

UDelNet ID: example
UD email address: example@udel.edu
UD ID: 7099999999

• If you have not set up two-factor authentication (2FA) you will be required to do so when you log in. Visit the 2FA help pages for more information and how-to videos.

• To view or change your account settings, log in to My UD Settings: www.udel.edu/myudsettings.

• If you forget your password, go to Forgot My Password: www.udel.edu/preset.

Important: All official University correspondence is sent to your UD email address.

• You are responsible for receiving and reading official communications sent to your udel.edu account in a timely fashion.

• You are responsible for ensuring that your SPAM filter does not delete official University correspondence.

• If you forward your udel.edu email to a non-UD email account, you are responsible for making sure that forwarding is configured correctly. You could follow your email provider’s help files about “white-listing” email from udel.edu addresses to make sure that UD email does not end up in your non-UD email account’s SPAM or Junk folder.

• You will never be asked to confirm account information online to keep your account active – by the University of Delaware or any other legitimate entity.

• To find the University of Delaware email system, visit My UD Business: www.udel.edu/myudbusiness.

If you have any questions, contact the IT Support Center at (302) 831-6000 or email consult@udel.edu.