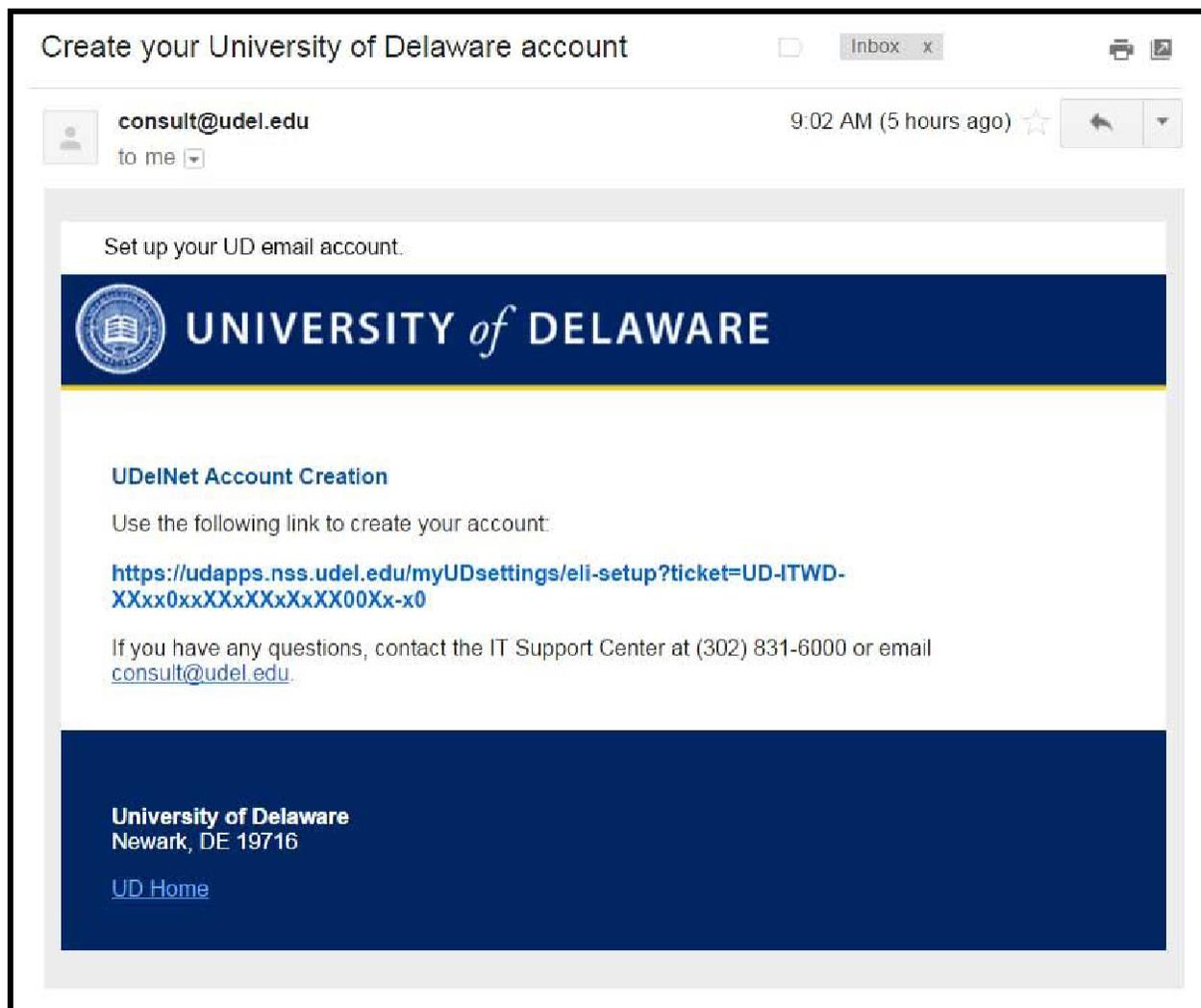
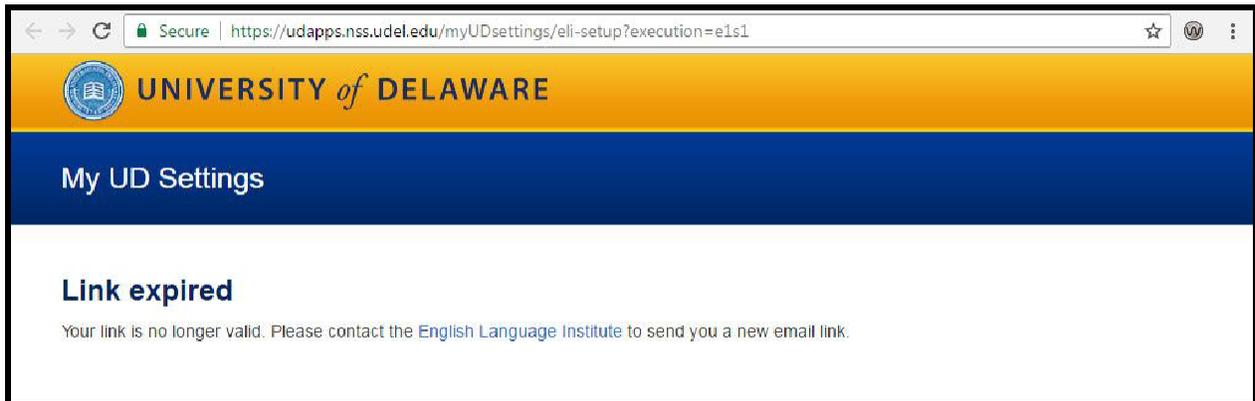


**Email and CAS Account Creation** is the process that creates a login to the Central Authentication Service (CAS) and UDEL email.

- Look for an email from [consult@udel.edu](mailto: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](mailto: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](mailto:eli-registrar@udel.edu) and include their full name and ID number.

## My UD Settings: Account Creation

### UDeINet ID Settings

- A UDeINet 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 UDeINet ID that is 3-8 lowercase letters with no spaces, numbers, or punctuation marks.

My UD Settings: New Ac. X

Secure | <https://udapps-qa.nss.udel.edu/myUDsettings/eli-setup?execution=e1s1>

UNIVERSITY of DELAWARE

My UD Settings

0%

UDeINet ID / Security questions

### Account creation: Example Name (709999999)

The following screens will guide you through creating a University of Delaware account which will be used to log in to your UD email and other secure services. During this process, you will:

1. Choose a username (UDeINet ID).
2. Choose security questions and answer them.
3. Choose a password.

After you create your account, you will set up two-factor authentication. Two-factor authentication is required for your account security.

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

Symbol key: \* Required information, ▲ Error

**UDeINet ID settings**

Your UDeINet ID is your username. You will use it with your password to log in to University of Delaware secure online services.

Your UDeINet ID is also the first half of your University of Delaware email address. All official University correspondence is sent to your UD email address.

Choose a UDeINet ID: \*  @udel.edu

3-8 lowercase letters (no spaces, numbers, or punctuation marks)

**Next step →**

## 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**.

The screenshot shows a web browser window with the URL <https://udapps-qa.nss.udel.edu/myUDsettings/eli-setup?execution=e1s2>. The page header includes the University of Delaware logo and the text "UNIVERSITY of DELAWARE". Below the header is a blue bar with "My UD Settings". A progress bar indicates "30% complete". The breadcrumb trail shows "UDelNet ID / Security questions / Password". The main heading is "Account creation: Example Name (709999999)". A note provides contact information for the IT Support Center. A legend defines symbols for required information and errors. The "Security question settings" section contains instructions and three sets of question and answer fields. A "Next step" button is at the bottom.

30% complete

UDelNet ID / Security questions / Password

### Account creation: Example Name (709999999)

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

Symbol key: \* Required information, ▲ Error

#### Security question settings

If you forget your password, you will need to answer these security questions. Choose questions that only you can answer.

Question 1: \*

Answer 1: \*

Question 2: \*

Answer 2: \*

Question 3: \*

Answer 3: \*

**Next step** →

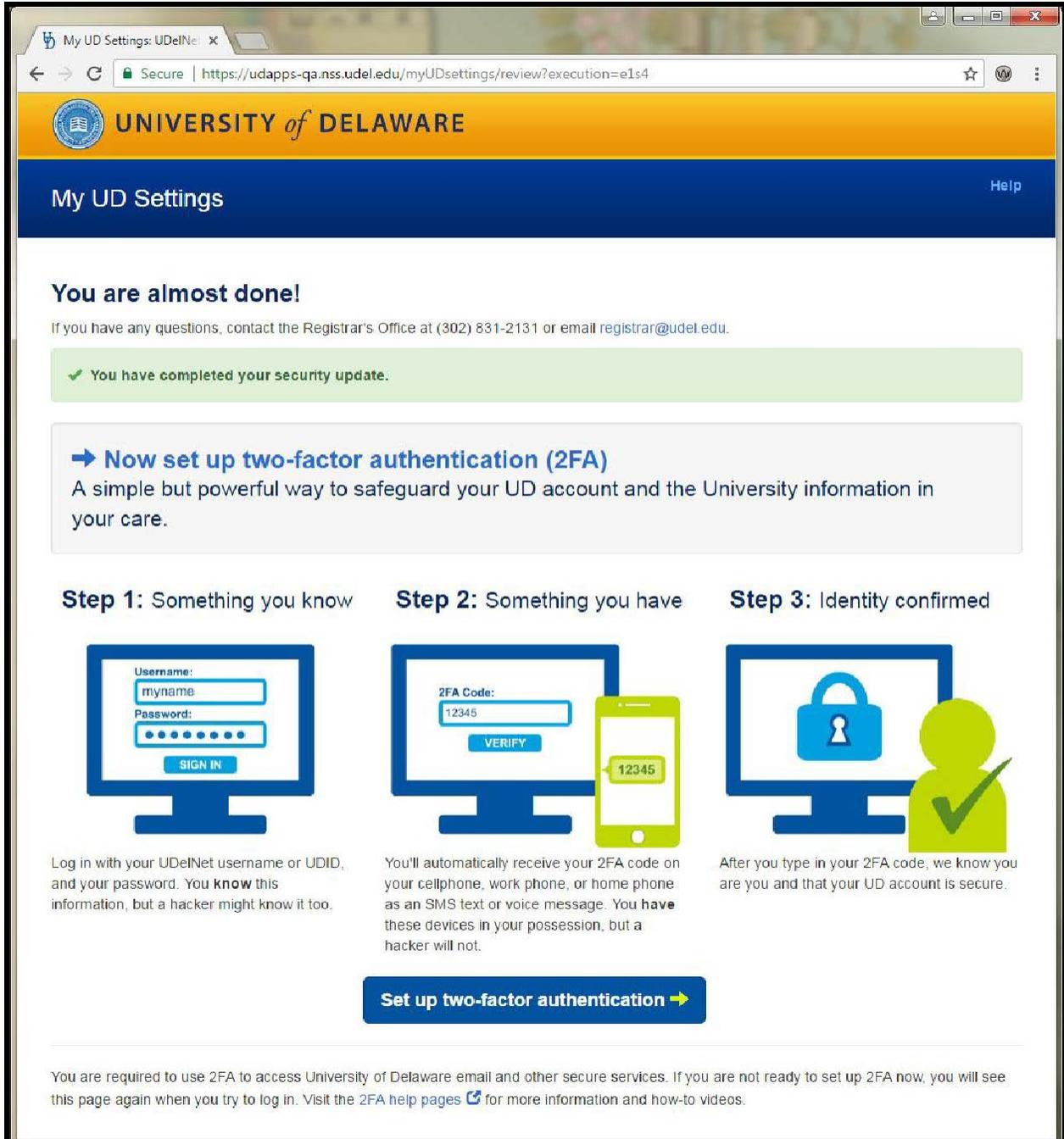
## My UD Settings: Account Creation

### 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**.

The screenshot shows a web browser window with the URL <https://udapps-qa.nss.udel.edu/myUDsettings/eli-setup?execution=e1s3>. The page header features the University of Delaware logo and the text "UNIVERSITY of DELAWARE". Below the header is a blue bar with "My UD Settings". A progress bar indicates "60% complete". The breadcrumb trail is "UDeNet ID / Security questions / Password / Two-factor authentication". The main heading is "Account creation: Example Name (709999999)". Below this, it says "If you have any questions, contact the IT Support Center at (302) 831-6000 or email [consult@udel.edu](mailto:consult@udel.edu)." A symbol key indicates that a red asterisk (\*) means "Required information" and a red triangle (▲) means "Error". The "Password settings" section is highlighted. It states: "Your password must be 12-30 characters long, and it must have at least 3 of these:" followed by a list of requirements: "An upper case letter", "A lower case letter", "A number", and "A special character (Not a space). Some examples of special characters are >, !, @, #, \$, %, ? and \*". Below this is a note: "Keep your password secret! Don't write it down and don't tell it to anyone!". There are three input fields: "Password strength:" (a read-only field), "Password:" (with a red asterisk), and "Re-type password:" (with a red asterisk). A blue "Next step" button with a yellow arrow is at the bottom.

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



My UD Settings: UDeNet | x

Secure | <https://udapps-qa.nss.udel.edu/myUDsettings/review?execution=e1s4>

 UNIVERSITY of DELAWARE

My UD Settings Help

**You are almost done!**

If you have any questions, contact the Registrar's Office at (302) 831-2131 or email [registrar@udel.edu](mailto:registrar@udel.edu).

✔ You have completed your security update.

➔ **Now set up two-factor authentication (2FA)**  
A simple but powerful way to safeguard your UD account and the University information in your care.

**Step 1: Something you know**      **Step 2: Something you have**      **Step 3: Identity confirmed**



Log in with your UDeNet username or UDID, and your password. You **know** this information, but a hacker might know it too.



You'll automatically receive your 2FA code on your cellphone, work phone, or home phone as an SMS text or voice message. You **have** these devices in your possession, but a hacker will not.



After you type in your 2FA code, we know you are you and that your UD account is secure.

[Set up two-factor authentication ➔](#)

You are required to use 2FA to access University of Delaware email and other secure services. If you are not ready to set up 2FA now, you will see this page again when you try to log in. Visit the [2FA help pages](#) for more information and how-to videos.

## My UD Settings: Two-Factor Authentication Settings

### Communication Methods

My UD Settings: UDeINe x

Secure | https://udapps-qa.nss.udel.edu/myUDsettings/review?execution=e1s5

**UNIVERSITY of DELAWARE**

My UD Settings Help

0%

Communication methods / ▶ Fob

### Two-factor authentication settings: Example Name (709999999)

Two-factor authentication (2FA) protects your account by requiring an authentication code in addition to your username and password.

This code may be sent to you by:

- Non-UD email
- US phone (text or voice message)
- Google authenticator app
- University-issued fob

Use the following screens to set up your preferred and backup methods for receiving your 2FA code.

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

Symbol key: \* Required information, ▲ Error

#### Communication methods

**Provide at least 2 communication methods to ensure you can always access your University of Delaware account.** The communication methods you provide below can also be used to reset your password if you forget it.

**i** You are encouraged to add a trusted co-worker, family member, or friend as a back-up method for receiving an authentication code in the event you are unable to access any of your devices. Consider providing contacts who are reachable during business and non-business hours.

\* **Message type**

Text

Voice

Email

\* **Nickname**

\* **US phone number or non-UD email address**

\* **Re-type to confirm**

\* **Message type**

Text

Voice

Email

\* **Nickname**

\* **US phone number or non-UD email address**

\* **Re-type to confirm**

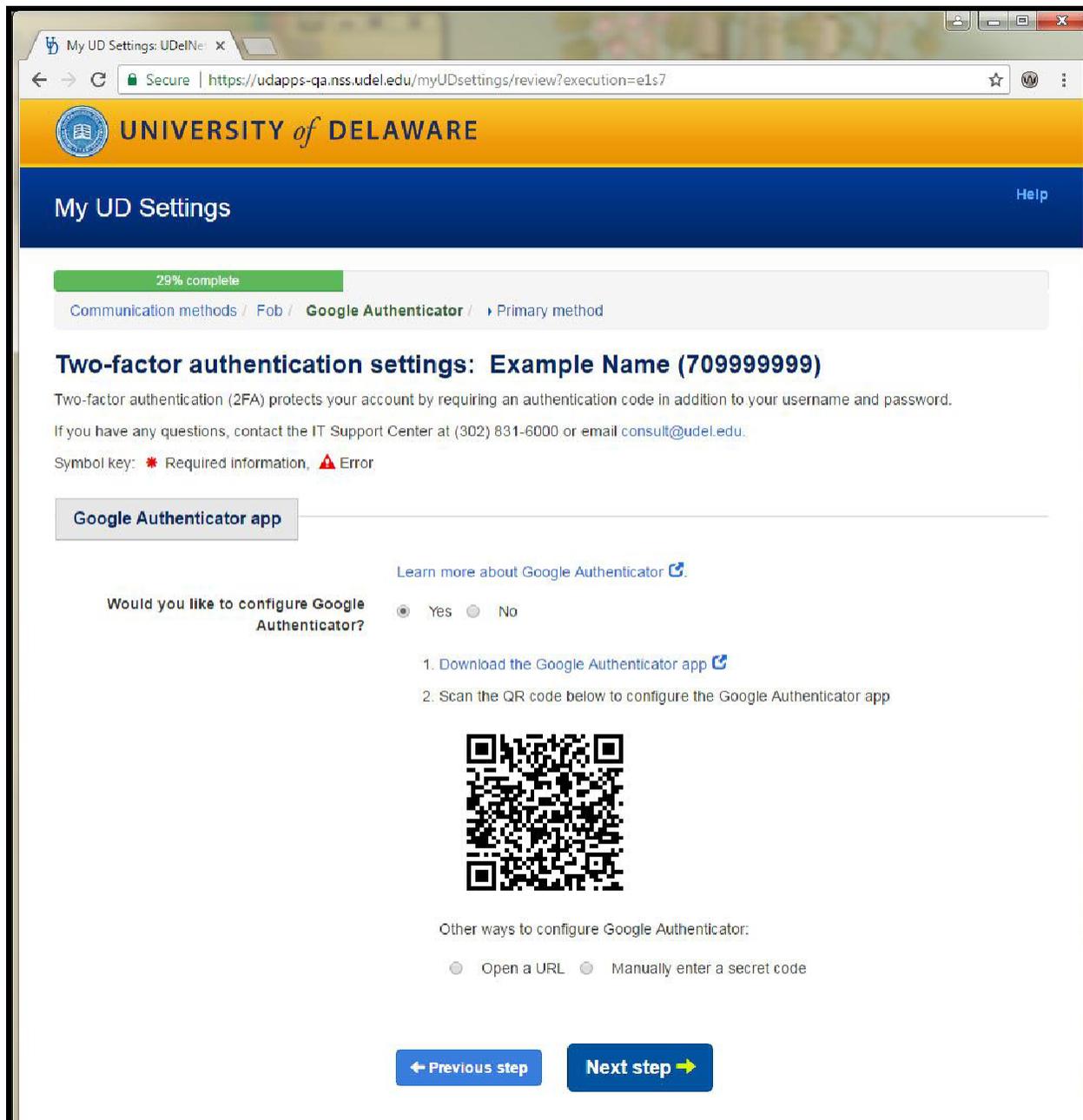
**Important** The information you provided here will be used for UD network security purposes only, and never for general messaging or daily business. Depending on your service, message and data rates may apply, but there are no UD charges.

**Next step** ➔

## 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.



The screenshot shows a web browser window displaying the 'My UD Settings' page for 'Example Name (709999999)'. The page is titled 'Two-factor authentication settings: Example Name (709999999)' and indicates that 29% of the setup is complete. The current step is 'Google Authenticator', which is marked as the 'Primary method'. The page explains that Two-factor authentication (2FA) protects the account by requiring an authentication code in addition to the username and password. It provides contact information for the IT Support Center: (302) 831-6000 or email [consult@udel.edu](mailto:consult@udel.edu). A legend indicates that a red asterisk (\*) denotes required information and a red triangle (▲) denotes an error. The main section is titled 'Google Authenticator app' and includes a link to 'Learn more about Google Authenticator'. A question asks 'Would you like to configure Google Authenticator?' with radio buttons for 'Yes' (selected) and 'No'. Below this, there are two numbered steps: 1. 'Download the Google Authenticator app' and 2. 'Scan the QR code below to configure the Google Authenticator app'. A large QR code is displayed for scanning. Underneath the QR code, it says 'Other ways to configure Google Authenticator:' with radio buttons for 'Open a URL' and 'Manually enter a secret code'. At the bottom of the page, there are two blue buttons: '← Previous step' and 'Next step →'.

## My UD Settings: Two-Factor Authentication Settings

### Primary Method

The screenshot shows a web browser window with the URL <https://udapps-qa.nss.udel.edu/myUDsettings/review?execution=e1s8>. The page header includes the University of Delaware logo and the text "UNIVERSITY of DELAWARE". Below the header is a blue navigation bar with "My UD Settings" and a "Help" link. A progress bar indicates "43% complete". The breadcrumb trail is: Communication methods / Fob / Google Authenticator / **Primary method** / Verify primary. The main heading is "Two-factor authentication settings: Example Name (709999999)". The text explains that 2FA protects the account and provides contact information for the IT Support Center. A legend defines symbols: a red asterisk for required information and a red triangle for error. The "Primary method" section contains a dropdown menu with the text "Choose a primary method for receiving your 2FA code:" and "Choose one". At the bottom are "Previous step" and "Next step" buttons.

My UD Settings: UDeNei x

Secure | <https://udapps-qa.nss.udel.edu/myUDsettings/review?execution=e1s8>

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My UD Settings [Help](#)

43% complete

[Communication methods](#) / [Fob](#) / [Google Authenticator](#) / **Primary method** / [Verify primary](#)

### Two-factor authentication settings: Example Name (709999999)

Two-factor authentication (2FA) protects your account by requiring an authentication code in addition to your username and password.

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

Symbol key: \* Required information, ▲ Error

**Primary method**

Choose a primary method for receiving your 2FA code: \*

[← Previous step](#) [Next step →](#)

## My UD Settings: Two-Factor Authentication Settings

### Primary Method Verification

- Verify that you can receive a 2FA code.

The screenshot shows a web browser window with the URL <https://udapps-qa.nss.udel.edu/myUDsettings/review?execution=e1s9>. The page header includes the University of Delaware logo and the text "UNIVERSITY of DELAWARE". Below the header is a blue navigation bar with "My UD Settings" and a "Help" link. A green progress bar indicates "57% complete". The breadcrumb trail is: Communication methods / Fob / Google Authenticator / Primary method / **Verify primary** / Emergency codes. The main heading is "Two-factor authentication settings: Example Name (709999999)". Below this, there is explanatory text about 2FA and contact information for the IT Support Center. A legend defines symbols for required information and errors. The "Primary method verification" section contains an information box stating that an authentication code was sent to 555-555-5555. Below this is a form field for the "Authentication code" with a required field asterisk and a "Resend" link. At the bottom are "Previous step" and "Next step" buttons.

My UD Settings [Help](#)

57% complete

Communication methods / Fob / Google Authenticator / Primary method / **Verify primary** / Emergency codes

### Two-factor authentication settings: Example Name (709999999)

Two-factor authentication (2FA) protects your account by requiring an authentication code in addition to your username and password.  
If you have any questions, contact the IT Support Center at (302) 831-6000 or email [consult@udel.edu](mailto:consult@udel.edu).

Symbol key: \* Required information, ▲ Error

#### Primary method verification

ⓘ An authentication code was sent to 555-555-5555. Check your phone to get your 2FA code and provide it below to verify your primary method.

Authentication code: \*

Didn't get it? [Resend](#).

[← Previous step](#) [Next step →](#)

## 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.



## 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: UDeNei x

Secure | https://udapps-qa.nss.udel.edu/myUDsettings/review?execution=e1s10

UNIVERSITY of DELAWARE

My UD Settings Help

71% complete

Communication methods / Fob / Google Authenticator / Primary method / Verify primary / **Emergency codes** / Complete

### Two-factor authentication settings: Example Name (709999999)

Two-factor authentication (2FA) protects your account by requiring an authentication code in addition to your username and password.

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

#### Emergency 2FA codes

Your emergency codes should only be used if you do not have access to any of the methods or devices you provided on the previous step. Without access to your two-factor method or primary device, you will be unable to access your University account.

Print the codes below and keep them somewhere secure in case of an emergency.

Print your emergency 2FA codes and store them in a secure location:

00000000	00000000	00000000
00000000	00000000	00000000
00000000	00000000	
00000000	00000000	

[Print emergency codes](#)

[← Previous step](#) [✓ Finish & submit](#)

## My UD Settings: Account Creation

### Confirmation page

The screenshot shows a web browser window with the URL <https://udapps-qa.nss.udel.edu/myUDsettings/eli-setup?execution=e1s11>. The page header features the University of Delaware logo and the text "UNIVERSITY of DELAWARE". Below the header is a blue navigation bar with "My UD Settings" and a "Help" link.

The main content area is titled "You are done!" and contains a green success message box with two checkmarks:

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

Below this is a section titled "My account information" with a warning: "Keep your password secret! Don't write it down and don't tell it to anyone!". It lists the following details:

- UDeINet ID: example
- UD email address: example@udel.edu
- UD ID: 709999999

An "Important" callout box states: "All official University correspondence is sent to your UD email address." This is followed by a list of instructions:

- 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](http://www.udel.edu/myudbusiness).

The next section is "My password reset communication methods". It explains that if a password reset message is sent to one of the communication methods on file, the user must be able to get to that phone or email quickly. A cell phone for text messages is recommended. It asks the user to ensure this information is correct and lists the following contact methods:

<b>UDSIS:</b>	<b>Two-factor authentication (2FA):</b>
<ul style="list-style-type: none"> <li>333-333-3333</li> <li>example@gmail.com</li> </ul>	<ul style="list-style-type: none"> <li>555-555-5555</li> <li>777-777-7777</li> </ul>

Below this, a note states: "You are encouraged to keep your contact information current. See the [help page](#) for information on how to make changes." It also mentions that students without a non-UD email address should provide a personal email address in UDSIS for password resets.

At the bottom of the page is a blue button that says "Manage your account in My UD Settings".

## My UD Settings: UDeNet Security Update

### Confirmation email

Confirmation of online form submission.



UNIVERSITY *of* DELAWARE

#### UDeNet Account Confirmation

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

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

UDeNet ID: example

UD email address: [example@udel.edu](mailto:example@udel.edu)

UD ID: 709999999

- 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: \[www.udel.edu/myudsettings\]\(http://www.udel.edu/myudsettings\)](#).
- If you forget your password, go to [Forgot My Password: \[www.udel.edu/preset\]\(http://www.udel.edu/preset\)](#).

**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](http://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](http://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](http://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: \[www.udel.edu/myudbusiness\]\(http://www.udel.edu/myudbusiness\)](#).

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

University of Delaware  
Newark, DE 19716

[UD Home](#)