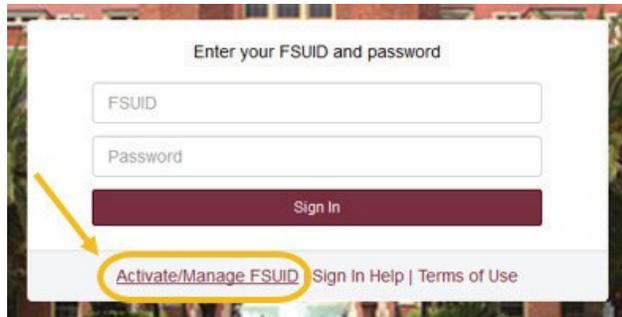


# HOW TO CLAIM YOUR FSUID

After gaining acceptance to Florida State University, you will receive an email from FSU ITS Announcements. The email will contain your FSUID as well as your nine-digit EMPLID. Before you can use your FSUID, you must finish setting up your account. Please visit the [myFSU portal \(my.fsu.edu\)](https://my.fsu.edu), select **Activate/ Manage FSUID** and click **Activate Your FSUID/ Set Security Questions**.



## FSUID MANAGEMENT

### Need to reset your password?

If you have not previously set security questions or have not reset your password since June 1, 2018, click **Activate Your FSUID/Set Security Questions** below.

[Activate Your FSUID/Set Security Questions](#)

[Forgot Your FSUID?](#)

[Forgot Your Password?](#)

[Manage your FSU Account](#) 

## Account Activation

You will now be prompted to activate your account and set your security questions.

If you have an SSN on file, then you will be prompted to provide the last five digits:

### Enter SSN

Please enter the last five digits of your Social Security number (SSN).

  
  
[myFSU Portal | Get Help](#)

If you applied without providing your SSN, will be prompted to provide the email address used when applying to Florida State University.

### Enter Email

Please enter your personal email address.

**Email Address**

  
  
[myFSU Portal | Get Help](#)

After verifying your SSN/email, you will be prompted to set security questions. Please note that the option to set your own security questions is available from the last item in the drop-down menu.

### Security Questions

FSU uses security questions to provide an extra layer of protection for your account. These questions will be used to verify your identity and reset your password if you ever forget it.

Select three **distinct** security questions and enter your answers (with at least 3 letters/numbers per question and answer) below. It is very important to remember your answers exactly as you type them.

Select an option from the drop-down list

Select an option from the drop-down list

Select an option from the drop-down list

  
  
[myFSU Portal | Get Help](#)

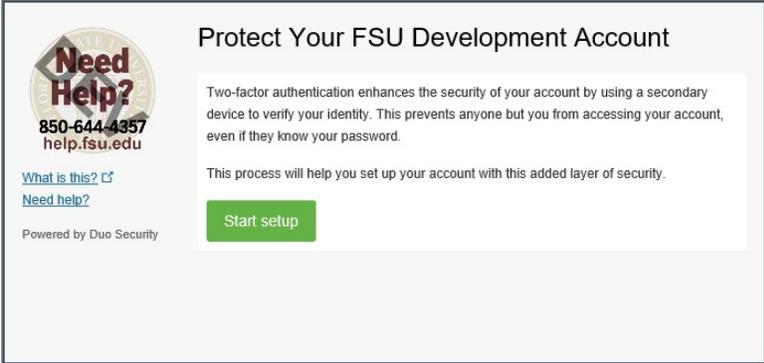
Select an option from the drop-down list

- What was the first thing you learned to cook?
- What was the first movie you saw in theaters?
- What is your favorite vacation destination?
- What is the name of your favorite restaurant?
- What was your favorite childhood TV show?
- In what city did your parents meet? (e.g., Honolulu, HI)
- Who was your childhood hero?
- What was your favorite childhood beverage?
- What is the first and last name of your favorite author?
- What is the name of the manager at your first job?
- What is the last name of your favorite teacher?
- What was the name of your grandmother's pet?
- Other (I'd like to type my own question)**

Select an option from the drop-down list

  
  
[myFSU Portal | Get Help](#)

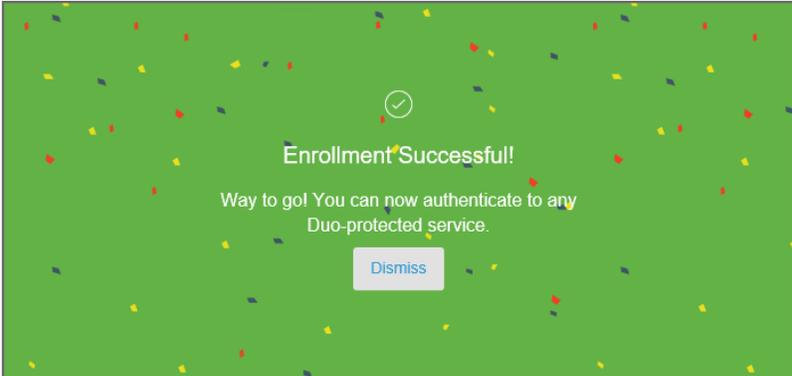
After successfully setting security questions, you will be prompted to configure Duo two-factor authentication. Two-factor authentication (2FA) is an extra layer of security designed to prevent unauthorized access to your personal information. It requires you to verify your identity twice—once with your password and once with your phone or mobile device—before you can access sensitive information within select FSU systems.



The screenshot shows a web page titled "Protect Your FSU Development Account". On the left, there is a "Need Help?" icon with the phone number "850-644-4357" and the URL "help.fsu.edu". Below this are links for "What is this?" and "Need help?", and the text "Powered by Duo Security". The main content area explains that two-factor authentication enhances account security by using a secondary device for verification. A green "Start setup" button is prominently displayed.

Continue

Once you have completed setup, you will see the following screen and will be able to continue with account activation.



The screenshot shows a green background with colorful confetti. At the top center is a white checkmark icon. Below it, the text reads "Enrollment Successful!". Underneath, it says "Way to go! You can now authenticate to any Duo-protected service." A blue "Dismiss" button is centered at the bottom of the message area.

Continue

Next, you will be prompted to set a password. The password requirements will live update to inform you what you have and have not completed.

## Enter New Password

**Password Requirements:**

- ✔ At least eight characters
- ✘ One or more alpha characters (a-z, A-Z)
- ✔ One or more numeric characters (0-9)
- ✘ One or more non-alphanumeric characters (#~!@\$%^&\*+\_?<>)
- ✔ No spaces
- ✔ Not your name
- ✔ Not your FSUID
- ✔ New Password and Confirm Password must be the same

*New Password may not be any of your last ten passwords*

Continue

When all requirements have been met, you will be able to Continue and finalize your account activation.

## Enter New Password

**Password Requirements:**

- ✔ At least eight characters
- ✔ One or more alpha characters (a-z, A-Z)
- ✔ One or more numeric characters (0-9)
- ✔ One or more non-alphanumeric characters (#~!@\$%^&\*+\_?<>)
- ✔ No spaces
- ✔ Not your name
- ✔ Not your FSUID
- ✔ New Password and Confirm Password must be the same

*New Password may not be any of your last ten passwords*

Continue

Finally, you will then see a confirmation page as well as Helpful Links provided below.

## Success!

Your account activation is complete.

Your FSUID is: **#####**

Your EMPLID is: **#####**

Your Student Email is: **#####@my.fsu.edu**

### Helpful Links

[Student \(@my.fsu.edu\) email account](#)

[myFSU Portal](#) | [Get Help](#) | [Main Menu](#)