

Career Account Activation Process

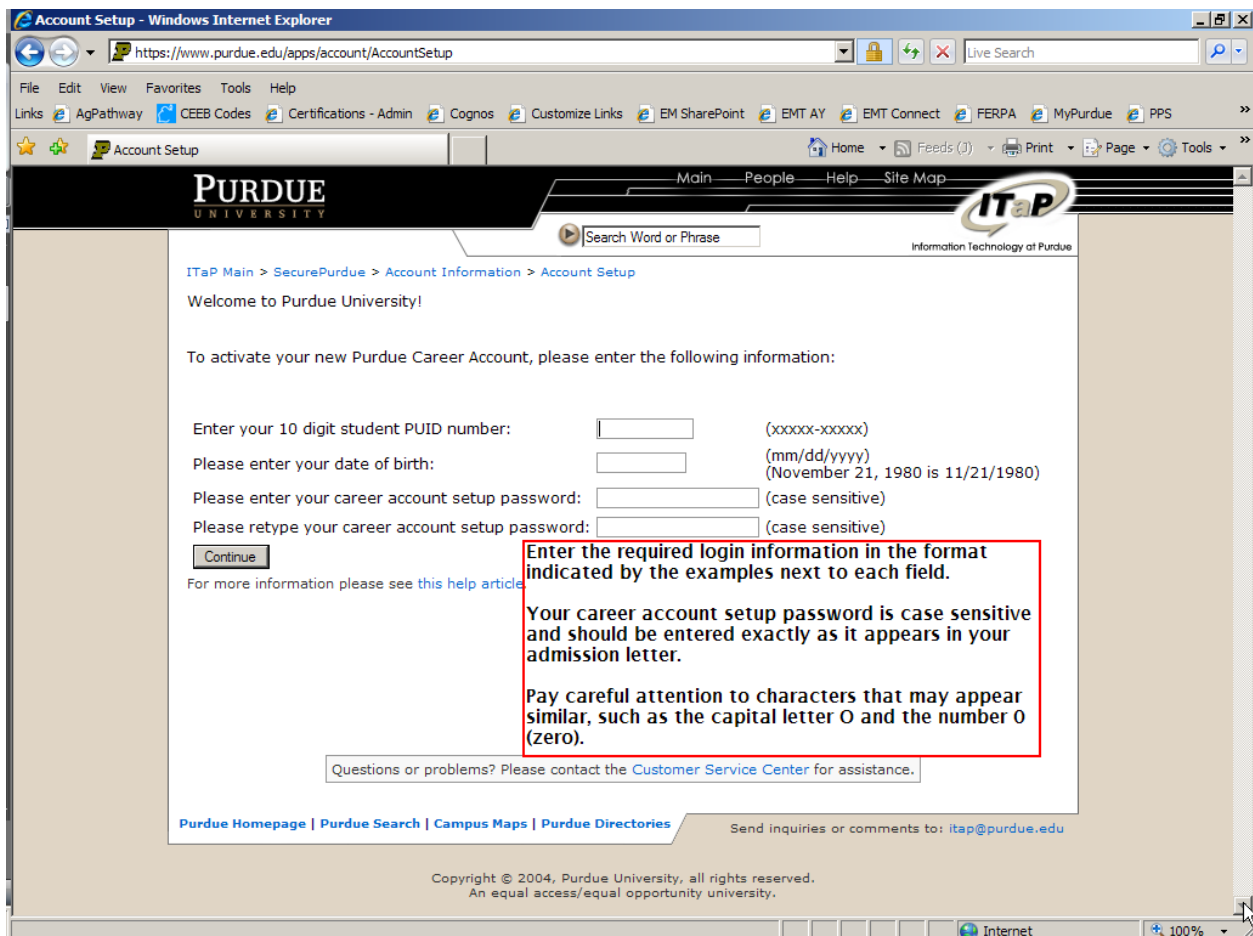
Admitted students may access the career account activation page from the Admissions Web site at www.admissions.purdue.edu by clicking on **Accept Your Offer** or **Admitted Students**, then **Activate Your Online Student Career Account**.

Step 1:

The career account activation process requires new students to sign in using:

- 10-digit PUID (provided in the offer of admission letter)
- Date of Birth
- Career Account Set-Up Password (provided in the offer of admission letter)

Information must be entered in the format indicated by the examples next to each field. Career account setup passwords are case sensitive and should be entered exactly as they appear in your admission letter.



Account Setup - Windows Internet Explorer

https://www.purdue.edu/apps/account/AccountSetup

File Edit View Favorites Tools Help

Links AgPathway CEEB Codes Certifications - Admin Cognos Customize Links EM SharePoint EMT AY EMT Connect FERPA MyPurdue PPS

Account Setup Home Feeds (3) Print Page Tools

PURDUE UNIVERSITY

Main People Help Site Map

ITaP Information Technology at Purdue

Search Word or Phrase

ITaP Main > SecurePurdue > Account Information > Account Setup

Welcome to Purdue University!

To activate your new Purdue Career Account, please enter the following information:

Enter your 10 digit student PUID number: (xxxxx-xxxxx)

Please enter your date of birth: (mm/dd/yyyy)
(November 21, 1980 is 11/21/1980)

Please enter your career account setup password: (case sensitive)

Please retype your career account setup password: (case sensitive)

For more information please see [this help article](#).

Enter the required login information in the format indicated by the examples next to each field.

Your career account setup password is case sensitive and should be entered exactly as it appears in your admission letter.

Pay careful attention to characters that may appear similar, such as the capital letter O and the number 0 (zero).

Questions or problems? Please contact the [Customer Service Center](#) for assistance.

[Purdue Homepage](#) | [Purdue Search](#) | [Campus Maps](#) | [Purdue Directories](#)

Send inquiries or comments to: itap@purdue.edu

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Internet 100%

Step 2:

New students are provided their career account login and are asked to create a new, strong career account password. More information about Purdue's password guidelines and creating a strong password can be found by clicking the "password guidelines" link.

PURDUE UNIVERSITY Main People Help Site Map **ITaP**
Information Technology at Purdue

ITaP Main > SecurePurdue > Account Information > Account Setup

Hello Ima Application Student.

Your Purdue Career Account login is: istudent ← This is your career account login/username.

You will use your login to access electronic systems throughout campus. If you are not Ima Application Student, please email accounts@purdue.edu, supplying only your puid and your actual name, we'll try to help you from there.

Please set a new password for your Purdue Career Account:

New passwords:

- Must contain at least 1 letter.
- Must contain at least 1 number or punctuation mark.
- Must be between 8 and 16 characters long.
- Must contain more than 4 unique characters.
- May not contain easily guessed words, e.g. purdue, itap, boiler.
- May not contain your name or parts of your name.
- Must be a different password than the previous password.
- Passwords may not be re-used for 1 year.

Please see [password guidelines](#) for recommendations on selecting a strong password.

Please enter a new password: ← You must create a new, strong career account password.

Please retype your new password:

Click **Continue** to proceed.

Step 3:

Students can edit their @purdue.edu email account settings. The options are:

- Use Purdue Email Service (you@purdue.edu)
- Forward you@purdue.edu email to an address you specify
- Do not use Purdue Email Service (you@purdue.edu will not receive email)

If forwarding email to another account, the student must specify the account in the box provided.

Remember that the majority of your business with Purdue will be conducted via email or myPurdue. It is important that you elect to receive email communication from Purdue or you may not receive important information about financial aid offers, fee invoices, or communication from Purdue departments and faculty.

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PURDUE UNIVERSITY
Main People Help Site Map
ITaP Information Technology at Purdue

ITaP Main > SecurePurdue > Account Information > Account Setup

Ima Application Student, if you would like to change your current Purdue Career Account email setting, choose a new option before clicking Continue:

Please specify your email setting:

Use Purdue Email Service (istudent@purdue.edu)

Forward istudent@purdue.edu email to an address you specify

Do not use Purdue Email Service (istudent@purdue.edu will not receive email)

Continue

Students have the option of forwarding @purdue email messages to an alternate address.

The majority of your business with Purdue will be conducted via email and myPurdue. It is important that you elect to receive email communication from Purdue.

Questions or problems? Please contact the [Customer Service Center](#) for assistance.

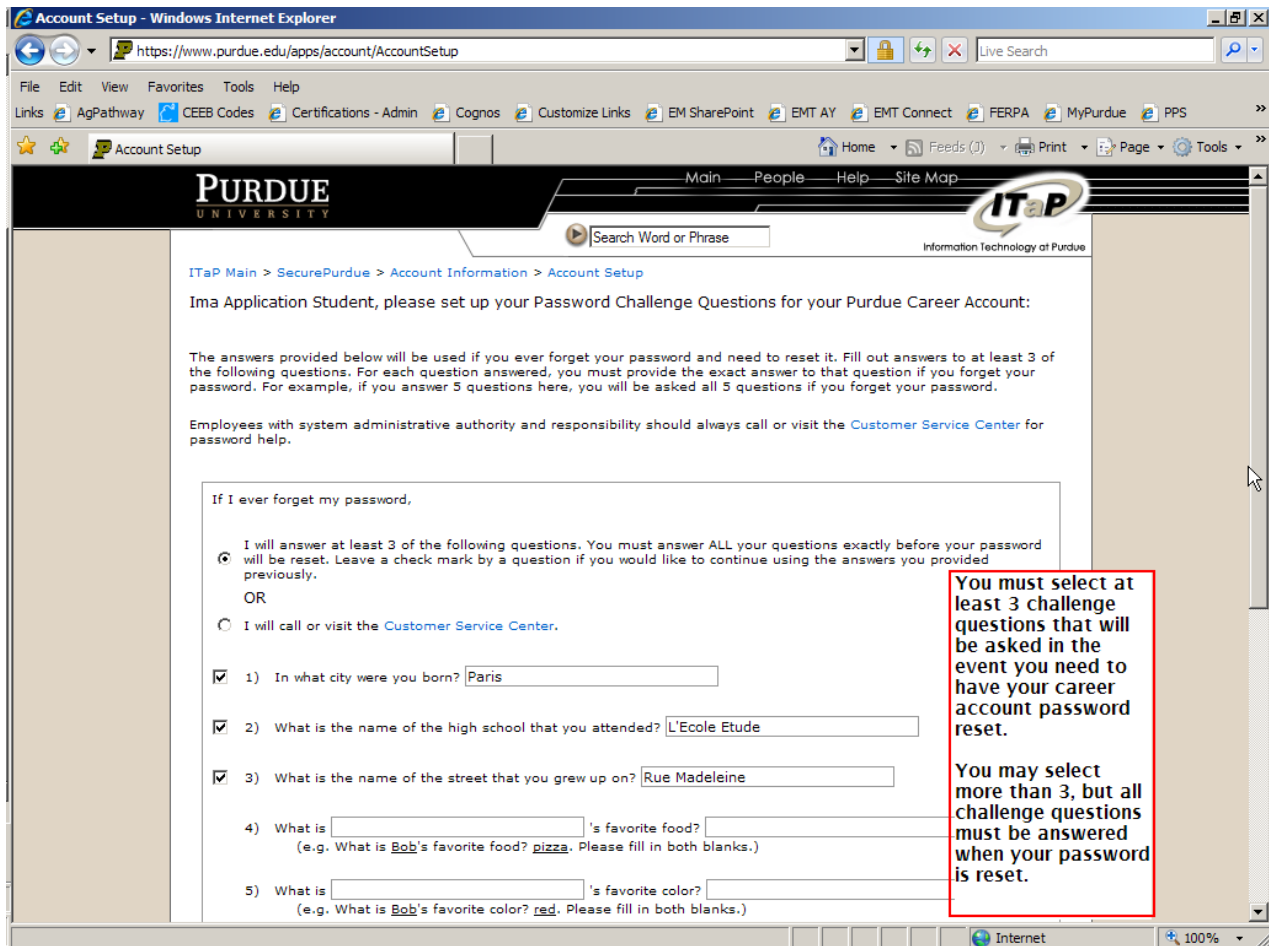
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Send inquiries or comments to: itap@purdue.edu

Click **Continue** to proceed.

Step 4:

Students are asked to choose challenge questions to verify their identity in the event their career account password needs to be reset.

Students are required to choose at least 3 challenge questions, but can choose more if desired.



Account Setup - Windows Internet Explorer

https://www.purdue.edu/apps/account/AccountSetup

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ITaP

Search Word or Phrase

Information Technology at Purdue

ITaP Main > SecurePurdue > Account Information > Account Setup

Ima Application Student, please set up your Password Challenge Questions for your Purdue Career Account:

The answers provided below will be used if you ever forget your password and need to reset it. Fill out answers to at least 3 of the following questions. For each question answered, you must provide the exact answer to that question if you forget your password. For example, if you answer 5 questions here, you will be asked all 5 questions if you forget your password.

Employees with system administrative authority and responsibility should always call or visit the [Customer Service Center](#) for password help.

If I ever forget my password,

I will answer at least 3 of the following questions. You must answer ALL your questions exactly before your password will be reset. Leave a check mark by a question if you would like to continue using the answers you provided previously.

OR

I will call or visit the [Customer Service Center](#).

1) In what city were you born? Paris

2) What is the name of the high school that you attended? L'Ecole Etude

3) What is the name of the street that you grew up on? Rue Madeleine

4) What is []'s favorite food? []
(e.g. What is Bob's favorite food? pizza. Please fill in both blanks.)

5) What is []'s favorite color? []
(e.g. What is Bob's favorite color? red. Please fill in both blanks.)

You must select at least 3 challenge questions that will be asked in the event you need to have your career account password reset.

You may select more than 3, but all challenge questions must be answered when your password is reset.

The exact answers to all challenge questions you've selected are required when requesting a password reset from ITaP Customer Service. So, if you choose to provide answers to 9 challenge questions, you would have to correctly answer all 9 of those questions to have a password reset.

Alternatively, students may choose to visit the ITaP Customer Service Center in person to have a password reset.

When you have selected all of your challenge questions, click **Save Changes** to continue. Answers to challenge questions are stored in an encrypted format. Purdue will never use answers to your challenge questions in any way other than to reset your password.

3) What is the name of the street that you grew up on?

4) What is 's favorite food?
(e.g. What is Bob's favorite food? pizza. Please fill in both blanks.)

5) What is 's favorite color?
(e.g. What is Bob's favorite color? red. Please fill in both blanks.)

6) What is 's favorite city?
(e.g. What is Bob's favorite city? Vail. Please fill in both blanks.)

7) What is the name of your favorite pet?

8) What is the name of your favorite city?

9) What is the name of your first pet?

When you have selected all of the challenge questions you will answer to reset your career account password, click Save Changes to continue.

Please note that Purdue will "never" use your answers to these questions in any other way than to reset your password. The question answers are stored encrypted, and are protected with the highest of standards.

Questions or problems? Please contact the [Customer Service Center](#) for assistance.

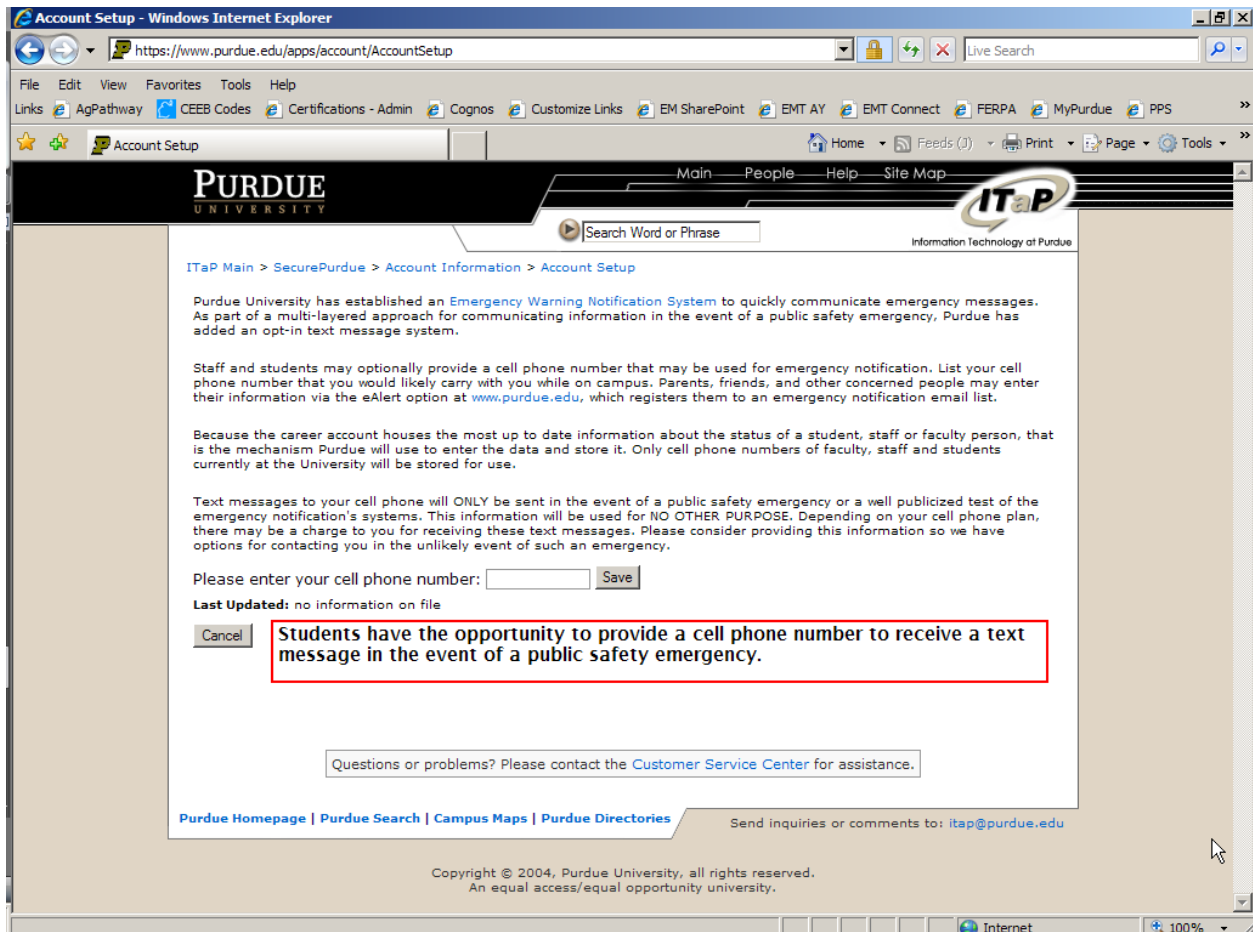
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Click **Save Changes** to proceed.

Step 5:

Students are offered the opportunity to provide a cell phone number to receive public safety emergency text messages from the University.



The screenshot shows a web browser window titled "Account Setup - Windows Internet Explorer" with the URL "https://www.purdue.edu/apps/account/AccountSetup". The page header includes the Purdue University logo and navigation links like "Main", "People", "Help", and "Site Map". The breadcrumb trail is "ITaP Main > SecurePurdue > Account Information > Account Setup".

The main content area contains the following text:

Purdue University has established an [Emergency Warning Notification System](#) to quickly communicate emergency messages. As part of a multi-layered approach for communicating information in the event of a public safety emergency, Purdue has added an opt-in text message system.

Staff and students may optionally provide a cell phone number that may be used for emergency notification. List your cell phone number that you would likely carry with you while on campus. Parents, friends, and other concerned people may enter their information via the eAlert option at www.purdue.edu, which registers them to an emergency notification email list.

Because the career account houses the most up to date information about the status of a student, staff or faculty person, that is the mechanism Purdue will use to enter the data and store it. Only cell phone numbers of faculty, staff and students currently at the University will be stored for use.

Text messages to your cell phone will ONLY be sent in the event of a public safety emergency or a well publicized test of the emergency notification's systems. This information will be used for NO OTHER PURPOSE. Depending on your cell phone plan, there may be a charge to you for receiving these text messages. Please consider providing this information so we have options for contacting you in the unlikely event of such an emergency.

Please enter your cell phone number:

Last Updated: no information on file

Students have the opportunity to provide a cell phone number to receive a text message in the event of a public safety emergency.

Questions or problems? Please contact the [Customer Service Center](#) for assistance.

At the bottom, there are links for "Purdue Homepage", "Purdue Search", "Campus Maps", and "Purdue Directories", along with the email address "Send inquiries or comments to: itap@purdue.edu". The footer includes the copyright notice: "Copyright © 2004, Purdue University, all rights reserved. An equal access/equal opportunity university."

Enter your cell phone number and click **Save** or, click **Cancel** to proceed.

Step 6:

The career account activation process is complete. You now have an active Purdue career account and email account. You may now login to [myPurdue](#) using your career account login/username and the new password you just created.

Contact the [ITaP Customer Service Center](#) if you have any questions or problems with your account.

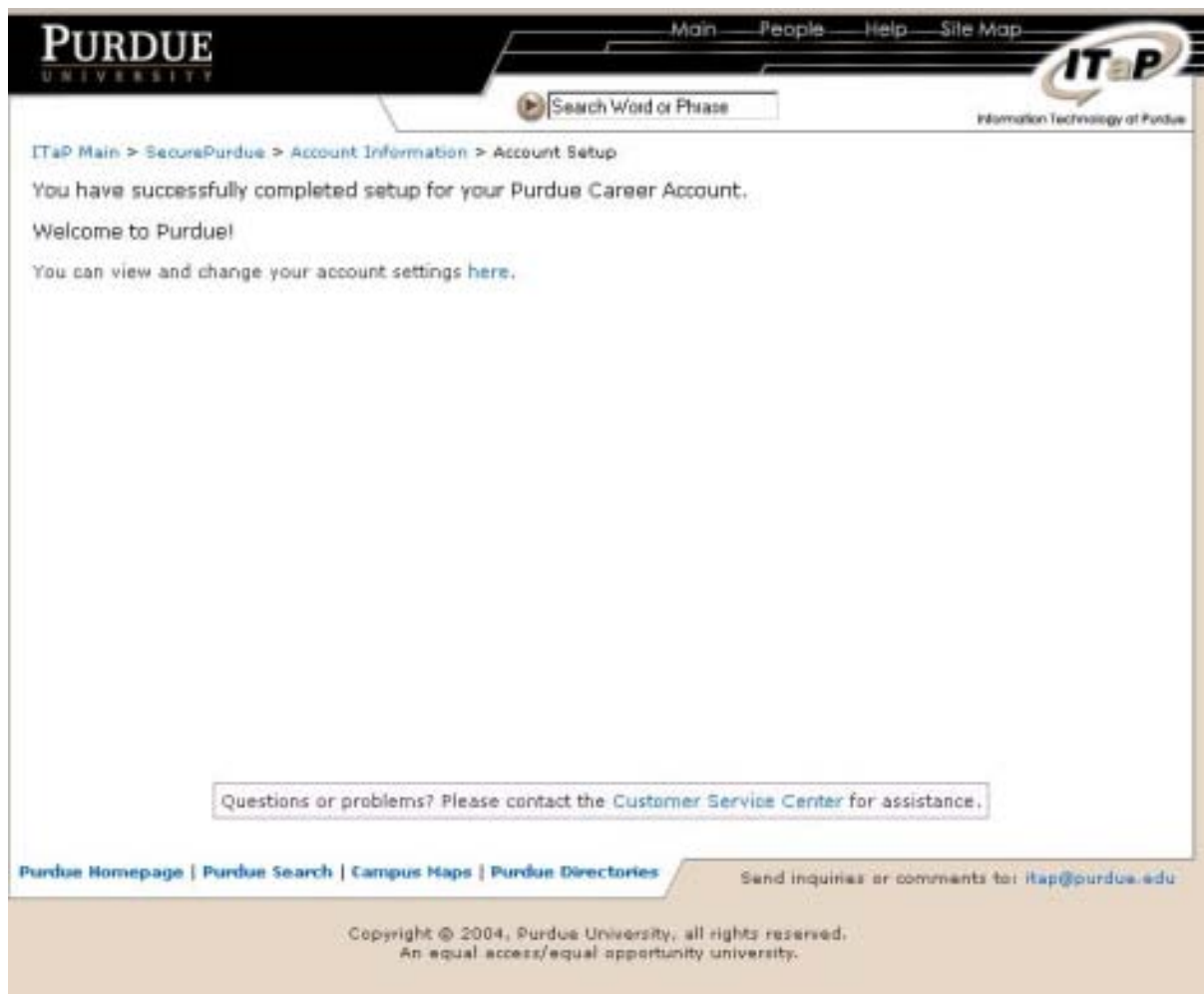
Hours of Operation – Academic Year

Monday through Thursday: 7:00 a.m. to 8:00 p.m.

Friday: 7:00 a.m. to 6:00 p.m.

Saturday and Sunday: Noon to 6:00 p.m.

Closed on University Holidays



The screenshot displays the Purdue University ITaP website. At the top left is the Purdue University logo. To the right are navigation links: Main, People, Help, and Site Map. A search bar with a magnifying glass icon and the text "Search Word or Phrase" is positioned below the navigation. The ITaP logo and "Information Technology at Purdue" are in the top right corner. The main content area shows a breadcrumb trail: "ITaP Main > SecurePurdue > Account Information > Account Setup". Below this, a message states: "You have successfully completed setup for your Purdue Career Account. Welcome to Purdue! You can view and change your account settings [here](#)." A text box at the bottom of the main area contains the text: "Questions or problems? Please contact the [Customer Service Center](#) for assistance." The footer includes links for "Purdue Homepage", "Purdue Search", "Campus Maps", and "Purdue Directories", along with the email address "Send inquiries or comments to: itap@purdue.edu". The copyright notice at the bottom reads: "Copyright © 2004, Purdue University, all rights reserved. An equal access/equal opportunity university."