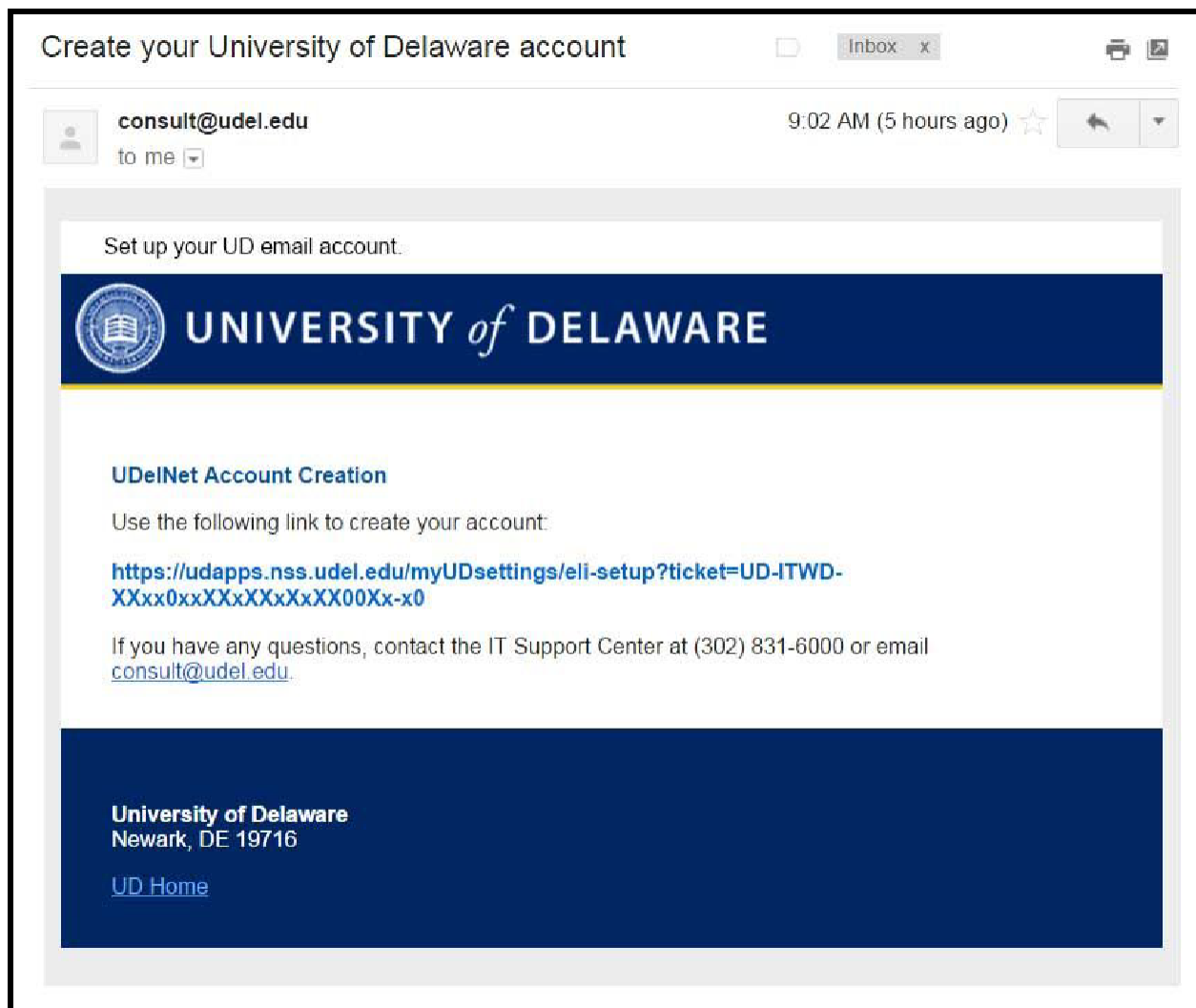
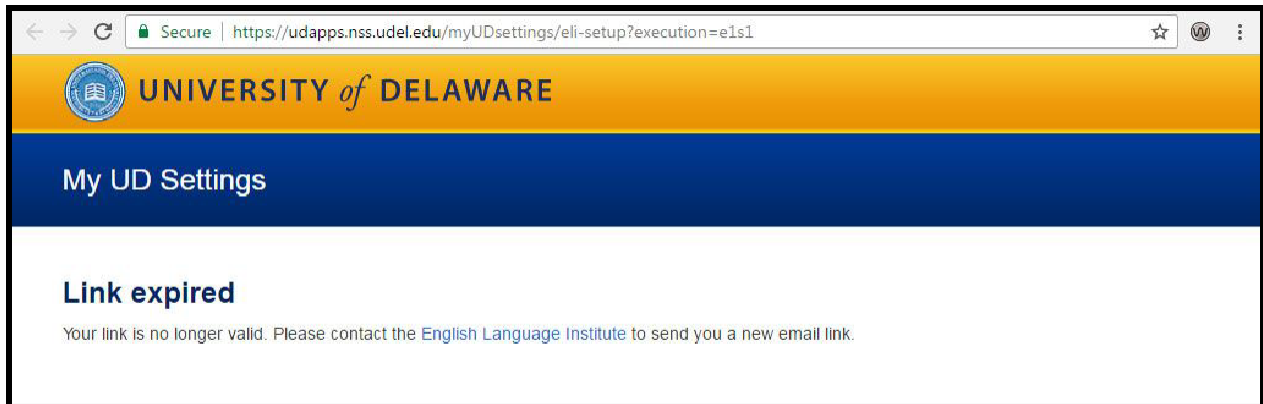


Email and CAS Account Creation is the process that creates a login to the Central Authentication Service (CAS) and UDEL email.

- 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: New Account

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

UNIVERSITY of DELAWARE

My UD Settings

0%

UDelNet ID / Security questions

Account creation: Example Name (7099999999)

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 (UDelNet 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.

Symbol key: * Required information, ▲ Error

UDelNet ID settings

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

Your UDelNet 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 UDelNet 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 features the University of Delaware logo and the text "UNIVERSITY of DELAWARE". Below this is a blue banner 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 the symbols for required information and errors. The "Security question settings" section contains instructions and three sets of question/answer fields. A "Next step" button is at the bottom.

My UD Settings: New Account

Secure | <https://udapps-qa.nss.udel.edu/myUDsettings/eli-setup?execution=e1s2>

UNIVERSITY of DELAWARE

My UD Settings

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.

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: * Choose one ▼

Answer 1: *

Question 2: * Choose one ▼

Answer 2: *

Question 3: * Choose one ▼

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**.

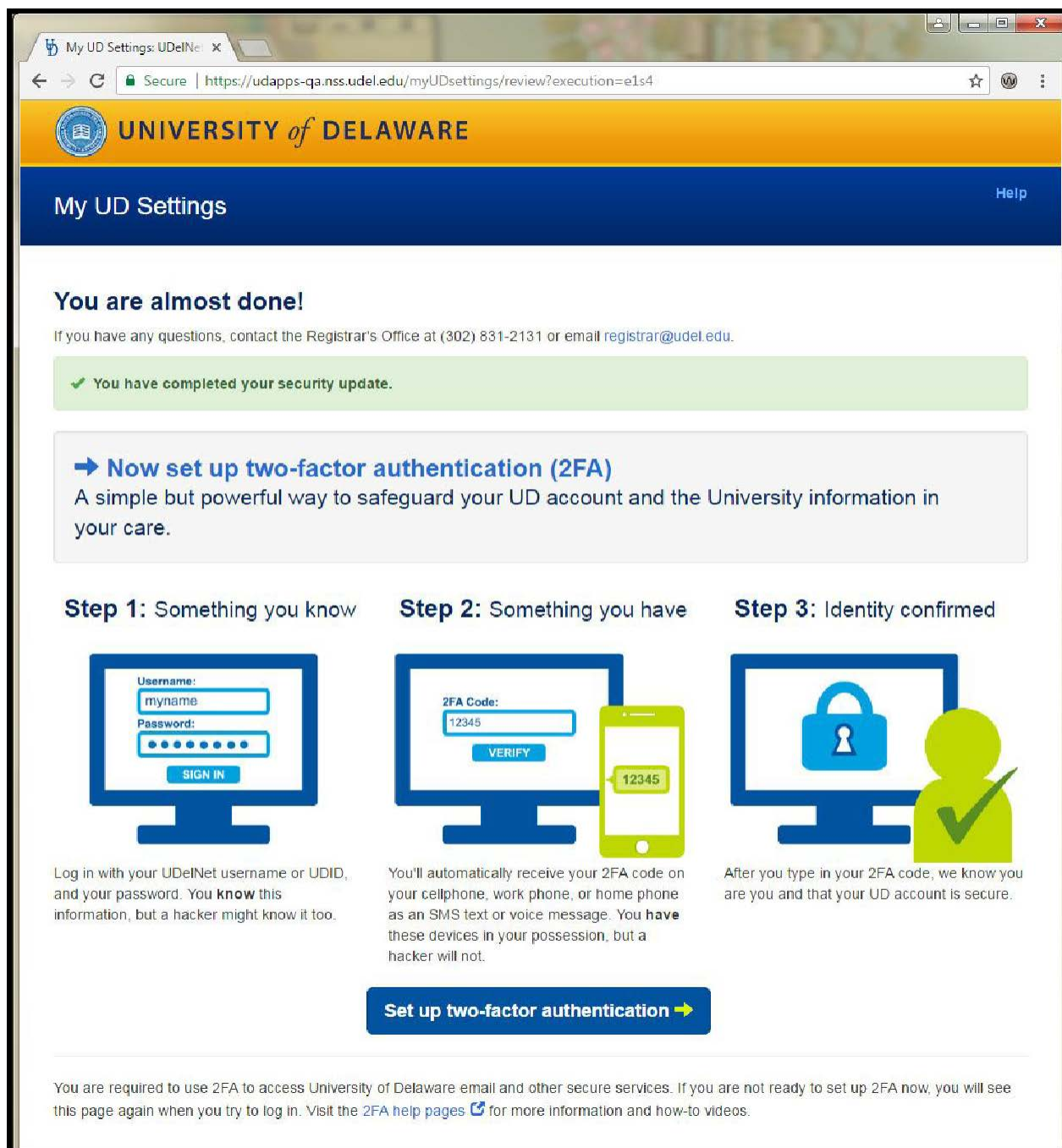
The screenshot shows a web browser window with the URL <https://udapps-qa.nss.udel.edu/myUDsettings/eli-setup?execution=e1s3>. The page header features the University of Delaware logo and the text "UNIVERSITY of DELAWARE". Below this is a blue bar with "My UD Settings". A green progress bar indicates "60% complete". A breadcrumb trail shows: UDeNet ID / Security questions / **Password** / Two-factor authentication. The main heading is "Account creation: Example Name (709999999)". Below it, contact information for the IT Support Center is provided: (302) 831-6000 or email consult@udel.edu. A symbol key indicates that a red asterisk (*) denotes required information and a red triangle denotes an 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
- * A special character (Not a space). Some examples of special characters are >, !, @, #, \$, %, ?, and *

 Below this, a reminder says: "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: *" (a text input field with a red asterisk), and "Re-type password: *" (a text input field with a red asterisk). At the bottom right is a blue button labeled "Next step" with a yellow arrow pointing right.

My UD Settings: Account Creation

About Two-Factor Authentication (2FA)




The screenshot shows a web browser window with the URL <https://udapps-qa.nss.udel.edu/myUDsettings/review?execution=e1s4>. 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" and a "Help" link.

You are almost done!
If you have any questions, contact the Registrar's Office at (302) 831-2131 or email 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




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

Step 2: Something you have



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.

Step 3: Identity confirmed



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: UDeINet 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 (7099999999)

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.

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 a 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	* Nickname	* US phone number or non-UD email address	Clear
<input type="radio"/> Text <input type="radio"/> Voice <input type="radio"/> Email	<input type="text"/>	<input type="text"/>	
		* Re-type to confirm	<input type="text"/>

* Message type	* Nickname	* US phone number or non-UD email address	Clear
<input type="radio"/> Text <input type="radio"/> Voice <input type="radio"/> Email	<input type="text"/>	<input type="text"/>	
		* Re-type to confirm	<input type="text"/>

[Add method](#)

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 with the URL <https://udapps-qa.nss.udel.edu/myUDsettings/review?execution=e1s7>. 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" and a "Help" link. A progress bar indicates "29% complete". The breadcrumb trail is "Communication methods / Fob / Google Authenticator / Primary method".

Two-factor authentication settings: Example Name (7099999999)

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.

Symbol key: * Required information, ▲ Error


Google Authenticator app

[Learn more about Google Authenticator](#)

Would you like to configure Google Authenticator?

☒ Yes ☐ No

1. Download the Google Authenticator app
2. Scan the QR code below to configure the Google Authenticator app



Other ways to configure Google Authenticator:

☐ Open a URL ☐ Manually enter a secret code

[← Previous step](#) [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 features the University of Delaware logo and name. Below the header, the page title is "My UD Settings" with a "Help" link. A progress bar indicates "43% complete". The breadcrumb trail shows: "Communication methods / Fob / Google Authenticator / Primary method / Verify primary". The main heading is "Two-factor authentication settings: Example Name (7099999999)". Below this, a paragraph explains that Two-factor authentication (2FA) protects the account by requiring an authentication code in addition to the username and password. It also provides contact information for the IT Support Center: (302) 831-6000 or email `consult@udel.edu`. A legend indicates that a red asterisk (*) denotes required information and a red triangle (▲) denotes an error. The "Primary method" section contains a label "Choose a primary method for receiving your 2FA code:" followed by a dropdown menu currently set to "Choose one". At the bottom, there are two buttons: "Previous step" and "Next step".

My UD Settings: UDeNei x

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

UNIVERSITY of DELAWARE

My UD Settings [Help](#)

43% complete

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

Two-factor authentication settings: Example Name (7099999999)

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`.

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 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 (7099999999)". Below this, it states: "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." A legend shows a red asterisk for "Required information" and a red triangle for "Error". The "Primary method verification" section contains a blue information box: "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." Below this is the label "Authentication code:" followed by a red asterisk and an empty text input field. A link "Didn't get it? Resend." is positioned below the input field. At the bottom are two blue buttons: "Previous step" with a left arrow and "Next step" with a right arrow.

My UD Settings: UDeNei x

Secure | <https://udapps-qa.nss.udel.edu/myUDsettings/review?execution=e1s9>

UNIVERSITY of DELAWARE

My UD Settings [Help](#)

57% complete

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

Two-factor authentication settings: Example Name (7099999999)

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.

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 (7099999999)

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.

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:	000000000	000000000	000000000
	000000000	000000000	000000000
	000000000	000000000	
	000000000	000000000	

Print emergency codes

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

My UD Settings: Account Creation

Confirmation page

The screenshot shows a web browser window with the address bar displaying <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 two green checkmark icons with the following text:

- ✓ 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" note 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.

Next is a section titled "My password reset communication methods" with the following text:

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.

The section lists two methods:

- UDSIS:**
 - 333-333-3333
 - example@gmail.com
- Two-factor authentication (2FA):**
 - 555-555-5555
 - 777-777-7777

A note encourages users to keep their contact information current, linking to a help page. It also states that students without a non-UD email address should provide a personal email address in UDSIS to facilitate password resets.

At the bottom of the page is a blue button labeled "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

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](#).
- 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.

University of Delaware
Newark, DE 19716

[UD Home](#)