How to: Set up a new eRaider Account

Solution Title
How to: Set up a new eRaider Account

Details

Before beginning

You will need your eRaider username and a set-up code to complete this process. If you do not know your username, please see How to: Look up your eRaider username. If you do not have a set-up code, check your email account for a message from merlin@ttuhsc.edu. (Try looking in your Junk folder if it is not in your Inbox.)

If you could not locate a set-up code, it is possible that your account is already set up. Try following the forgot password process to try setting a new password. If that does not work, you may contact IT Solution Center by telephone to obtain a set-up code.

Set up your account


2. Type the requested information and click Confirm.
3. Review the 'Terms of Use' statement. Click **Agree** if you agree to the terms.
eRaider Account Set-Up

eRaider Terms Of Use – First Time Activation

Use of TTU Information resources is subject to University OPs and other applicable law of the State of Texas. TTU is required to notify you of the following: “A) Unauthorized use subject to security testing and monitoring, C) Misuse is subject to criminal prosecution, as otherwise provided by applicable privacy laws” (Title 1, Texas Administrative Code).

I understand:
- use of Texas Tech computers and networks requires prior authorization and my use by automated and/or manual security testing procedures. I understand that unauthorized prohibited and abuse is subject to immediate termination of the account or service and/or criminal prosecution.
- I must not purposely engage in activity that may harass, threaten or abuse others; deprive an authorized user access to an information resource allocated; circumvent computer security measures. I will not intentionally access which Texas Tech University may deem to be offensive, indecent or obscene.
- I must comply with all policies, standards, and procedures adopted to safeguard information resources as outlined in the appropriate Texas Tech University Security Policies for http://www.depts.ttu.edu/opmanual/OP52.04.pdf and Texas Tech University Health found at http://www.ttuhscc.edu/hsc/op/ops56/op5601.pdf.
- I must comply with all policies, standards, and procedures adopted to safeguard information resources as outlined in the appropriate Texas Tech University Security Policies for http://www.depts.ttu.edu/opmanual/OP52.04.pdf and Texas Tech University Health found at http://www.ttuhscc.edu/hsc/op/ops56/op5601.pdf.
- I understand that failure to comply with any of the conditions noted herein may result in immediate termination, and further understand that the university reserves the right to pursue prosecution when appropriate.
- Texas Tech uses electronic methods of communications (e.g., email sent to a Tu2d student or employee-provided cell phone number, etc.) to keep in regular contact. I understand that these methods may include, but not limited to, emergency notifications.

I agree to allow Texas Tech to contact me via electronic methods of communications, and to use electronic records for electronic transactions.

By clicking on "I Agree", I attest my electronic signature on and agree to the above Terms.
4. The eRaider activation screen will collect alternate contact information which will only be used to help you reset the password in the future or to alert you of account activity. Specify an alternate email address and a mobile phone number, and then click **Continue**.

   **NOTE:** You must specify at least one of the alternate contact methods in order to proceed. If you do not have a mobile phone number for one of the carriers specified in the drop-down list, then specify an alternate email address. If you do not have an alternate email address, you may create a new address using one of many free email services on the Internet.

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6. Type a password of your choice which conforms to the requirements. Then, click **Continue**.

   **NOTE:** You will not be presented with the password again, so type a password that you can remember.
7. If you have access to email services, you will be prompted to select an email alias. You may select one of the default aliases presented or type a custom alias. Click Continue after selecting an email alias.

   NOTE: The portion of your alias after the dot comes from your last name in Texas Tech's authoritative records and cannot be changed except by changing the authoritative records.
8. If your account has access to both TTU and TTUHSC email, you will be prompted to select a primary address. After selecting your primary address, click **Continue**.

9. If you have access to enterprise voice services, you must set a PIN for conferencing and voice mail. Type a PIN which meets the stated criteria. Then, click **Continue**.

   **NOTE:** If an error appears in which there is a hyphen (-) or asterisk (*) and you are not able to click **Continue**, as a work-around make sure that the all information in the 'Mobile', 'Assistant Number', 'Home', 'Fax', and 'Notes' fields is cleared out. If desired, this information can be re-entered in the eRaider Account Manager once the account is successfully activated.
10. Review and approve your information for submission. Click **Complete Account Set-Up**.

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**eRaider Account Set-Up**

**Confirm Information**

Please review the following information and click the Complete Account Set-Up button if this information is correct, press the Cancel button to begin your account set-up process.

**NOTE:** Your account has not been activated yet. Activation occurs once you press.

First Name: John  
Last Name: Doe  
Phone: 806-555-1234  
Email: texastechfan@outlook.com  
Gender: M  
Address: 1 Some Rd  
City: Lubbock  
State (for US addresses): Texas  
Postal Code: 79409  
Country: United States  
Contact Email: texastechfan@outlook.com  
Contact Phone: 806-555-1234  
TechMail Address: john.doe@ttu.edu

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**Keywords**

eRaider account set up setup activation new employee student

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**Solution Properties**

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