

# How to: Set up a new eRaider Account

## **Before beginning**

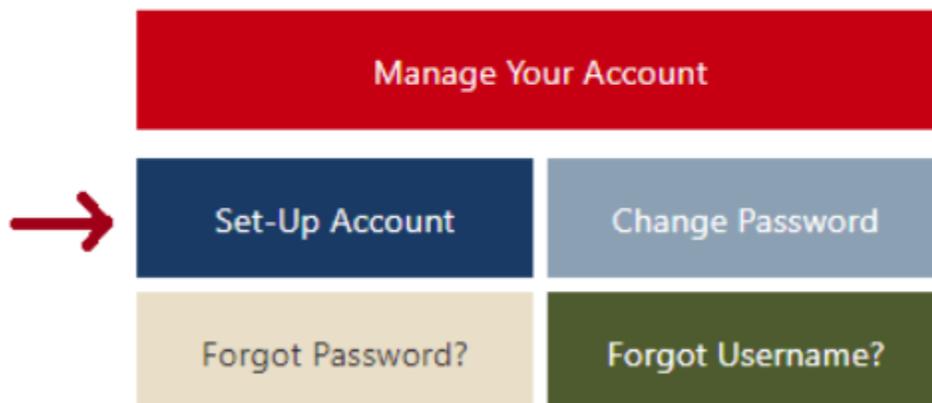
To complete this process, you will need a set-up code and a phone number capable of receiving SMS text messages or automated voice calls. If you do not have a set-up code, check your email account for a message from **eRAMS@ttu.edu**. (Try looking in your Junk folder if it is not in your Inbox.)

If you cannot locate a set-up code, your account may already be set up. Try following the [forgot password](#) process to set 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**

1. Browse to <https://eraider.ttuhs.edu> and click **Set-Up Account**.

## eRaider Web Sign-In



2. Type the requested information and click **Confirm**.

**Account Set-Up**

## eRaider Account Set-Up

### Request Information

Complete this form to begin the process of setting-up your eRaider account.

Questions? TTU Students and Employees can contact the IT Help Central at <http://ithelpcentral.ttu.edu>. TTUHSC Students and Employees can contact the IT Solution Center at <http://www.ttuhsu.edu/it/is/itsolutioncenter/>

\* First Name:

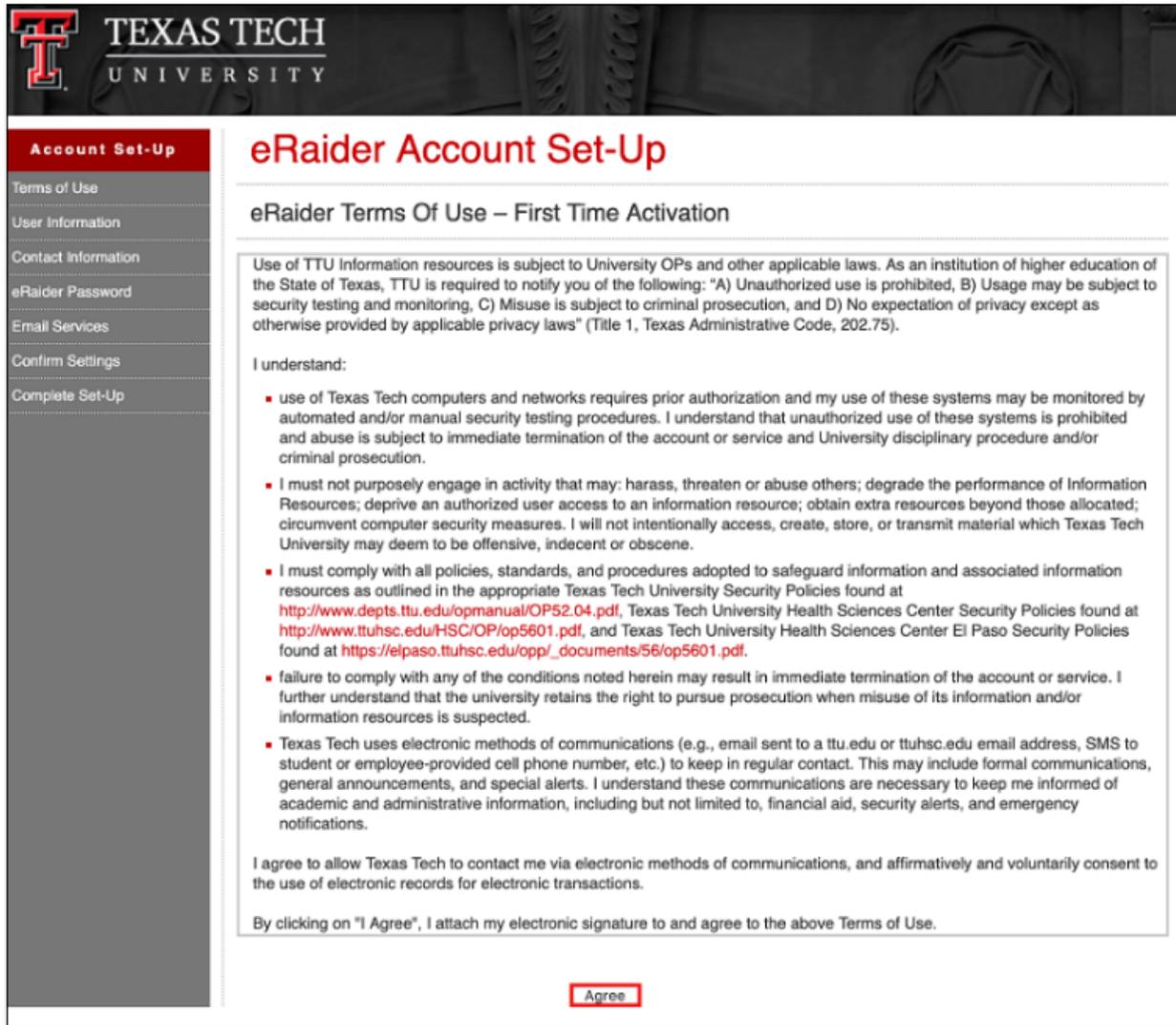
\* Last Name:

\* Birthdate (mm/dd/yyyy):

\* Code:

**Confirm**

3. Review the 'Terms of Use' statement. Click **Agree** if you agree to the terms.



**Account Set-Up**

Terms of Use

User Information

Contact Information

eRaider Password

Email Services

Confirm Settings

Complete Set-Up

## eRaider Account Set-Up

### eRaider Terms Of Use – First Time Activation

Use of TTU Information resources is subject to University OPs and other applicable laws. As an institution of higher education of the State of Texas, TTU is required to notify you of the following: "A) Unauthorized use is prohibited, B) Usage may be subject to security testing and monitoring, C) Misuse is subject to criminal prosecution, and D) No expectation of privacy except as otherwise provided by applicable privacy laws" (Title 1, Texas Administrative Code, 202.75).

I understand:

- use of Texas Tech computers and networks requires prior authorization and my use of these systems may be monitored by automated and/or manual security testing procedures. I understand that unauthorized use of these systems is prohibited and abuse is subject to immediate termination of the account or service and University disciplinary procedure and/or criminal prosecution.
- I must not purposely engage in activity that may: harass, threaten or abuse others; degrade the performance of Information Resources; deprive an authorized user access to an information resource; obtain extra resources beyond those allocated; circumvent computer security measures. I will not intentionally access, create, store, or transmit material 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 and associated information resources as outlined in the appropriate Texas Tech University Security Policies found at <http://www.depts.ttu.edu/opmanual/OP52.04.pdf>, Texas Tech University Health Sciences Center Security Policies found at <http://www.ttuhs.edu/HSC/OP/op5601.pdf>, and Texas Tech University Health Sciences Center El Paso Security Policies found at [https://el Paso.ttuhs.edu/opp/\\_documents/56/op5601.pdf](https://el Paso.ttuhs.edu/opp/_documents/56/op5601.pdf).
- failure to comply with any of the conditions noted herein may result in immediate termination of the account or service. I further understand that the university retains the right to pursue prosecution when misuse of its information and/or information resources is suspected.
- Texas Tech uses electronic methods of communications (e.g., email sent to a ttu.edu or ttuhs.edu email address, SMS to student or employee-provided cell phone number, etc.) to keep in regular contact. This may include formal communications, general announcements, and special alerts. I understand these communications are necessary to keep me informed of academic and administrative information, including but not limited to, financial aid, security alerts, and emergency notifications.

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

By clicking on "I Agree", I attach my electronic signature to and agree to the above Terms of Use.

**Agree**

4. If your account was manually authorized by a staff member rather than automatically authorized by Banner/eRaider processes, you may need to manually specify your biographical information. If prompted for this information, type it carefully and click **Continue**.

**Account Set-Up**

- Terms of Use
- User Information
- Contact Information
- eRaider Password
- Confirm Settings
- Complete Set-Up

## eRaider Account Set-Up

### Biographical Information

Please provide the required information in the spaces provided. It is very important that you provide complete and accurate information. Failure to do so will result in account problems and possible termination of the account.

Fields marked with an asterisk (\*) are required.

First Name: Raider  
Last Name: Red  
\* Phone: 8065551234  
\* Email: texastechfan@outlook.com  
\* Verify Email: texastechfan@outlook.com  
\* Gender:  Male  Female  
\* Address: 1234 Raider Blvd  
  
\* City: Lubbock  
State (for US addresses): Texas  
\* Postal Code: 79409  
\* Country: United States

**Continue**

5. The eRaider setup screen will ask for contact information which will only be used to help you reset the password in the future or to alert you of account activity. Specify a contact phone number and an alternate email address, and then click **Continue**.

*NOTE: You must specify a contact phone number to proceed.*

The screenshot shows the 'eRaider Account Set-Up' page for Texas Tech University. On the left is a navigation menu with 'Account Set-Up' highlighted. The main content area is titled 'eRaider Account Set-Up' and 'Contact Information'. It contains instructions about the importance of a contact phone number and a required phone number field. The phone number field is filled with '8065551234' and confirmed. The contact method is set to 'Voice Call'. Below this is an 'Email Address' field filled with 'texastechfan@outlook.com' and confirmed. A 'Continue' button is at the bottom.

**Account Set-Up**

- Terms of Use
- User Information
- Contact Information
- eRaider Password
- Confirm Settings
- Complete Set-Up

## eRaider Account Set-Up

### Contact Information

A contact phone number aids with quick and easy recovery of your account, should you forget your password and helps keep your account more secure. The contact phone and email will also be used to alert you about account activity.

**A phone number is required.** You may choose to enter a contact email for additional account security.

After you click Continue, you will be required to enter verification codes for each contact method you supply.

**Phone Number**  
*For US phone numbers, enter the full 10-digit number. For other countries, enter the full number minus the country code.*

Country: United States (1) ▼

Phone Number: 8065551234

Confirm Phone Number: 8065551234

Contact Method:  Voice Call  Text Message

*Standard text message and voice rates apply*

**Email Address**  
*The email address must be a valid mailbox and cannot be a TechMail (@ttu.edu) or HSCMail (@ttuhsc.edu) account.*

Email Address: texastechfan@outlook.com

Confirm Email Address: texastechfan@outlook.com

**Continue**

6. The eRaider system will send verification codes to the contact sources that you specified in the previous step. Check the phone you specified and your alternate email account to locate the code(s) sent to you. Type the code(s) into the appropriate fields on the eRaider setup screen and click **Continue**.

The screenshot displays the 'eRaider Account Set-Up' page. At the top left is the Texas Tech University logo. A navigation menu on the left lists: Account Set-Up (highlighted), Terms of Use, User Information, Contact Information, eRaider Password, Confirm Settings, and Complete Set-Up. The main content area is titled 'eRaider Account Set-Up' and 'Contact Information Verification'. It contains a message: 'A verification code was sent to the contacts you provided. Please enter the codes here to continue.' Below this are two input fields: 'Phone/SMS Verification Code' with 'Enter Code: 12345' and 'Email Verification Code' with 'Enter Code: 98765'. A 'Continue' button is located at the bottom center.

7. Type a password of your choice that 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.*

**Account Set-Up**

Terms of Use

User Information

Contact Information

**eRaider Password**

Email Services

Confirm Settings

Complete Set-Up

## eRaider Account Set-Up

### eRaider Password

Enter password:

Confirm password:

**Continue**

**Requirements**

- Must be 9 - 25 alphanumeric characters (A-Z, a-z, 0-9, ()\~\$%&!@^)
- Must NOT be reused within a one year period
- Must NOT be a commonly used password

**Recommendations**

- Choose a password that is not easy to guess
- String together uncommon words
- NEVER share your password with anyone
- Use a different password for every site

8. Review and approve your information for submission. Click **Complete Account Set-Up**.

**Account Set-Up**

- Terms of Use
- User Information
- Contact Information
- eRaider Password
- Email Services
- Confirm Settings
- Complete Set-Up

## eRaider Account Set-Up

### Confirm Information

Please review the following information and click the Complete Account Set-Up button to complete your account activation. If this information is not correct, press the Cancel button to begin your account set-up process once more.

**NOTE: Your account has not been activated yet. Activation occurs once you press the Complete Account Set-Up button.**

First Name: Raider  
Last Name: Red  
Phone: 806-555-1234  
Email: [texastechfan@outlook.com](mailto:texastechfan@outlook.com)  
Gender: M  
Address: 1 Alley Way  
City: Lubbock  
State (for US addresses): Texas  
Postal Code: 79409  
Country: United States  
Contact Phone: 806-555-1234  
TechMail Address: [rred@ttu.edu](mailto:rred@ttu.edu)

[Complete Account Set-Up](#)

Account setup is now complete, wait up to 30 minutes for your account to be finalized. After waiting 30 minutes, you should be able to sign in and access eRaider-authenticated services. Your email will be created by default to [EraiderUsername@ttuhsc.edu](mailto:EraiderUsername@ttuhsc.edu).

Please change your email address to [FirstName.LastName@ttuhsc.edu](mailto:FirstName.LastName@ttuhsc.edu).