

## Important Information: Activate your UT Dallas Account

NetIDService@utdallas.edu <NetIDService@utdallas.edu>

Wed 6/2/2021 8:35 AM

To:

THE UNIVERSITY OF TEXAS AT DALLAS



**Dear FirstName LastName,**

The University of Texas at Dallas welcomes you! A NetID has been created for you, which is your primary login credential for all UTD systems.

**Your NetID is:**

Before you can log in, you will need to set up a password for your NetID account. Please follow these steps to set your password:

- Go to the following link <http://www.utdallas.edu/oit/netid/self-service/reset-policy>
- Read and accept all security policies
- Enter your NetID as mentioned above
- Confirm security code sent to your personal email
- Choose "Password Reset"
- Set your password and confirm login
  - Your password must be at least 12 characters long
  - It must not contain your NetID or name
  - It must include at least 3 of the following character types:
    - uppercase letters
    - lowercase letters
    - numbers
    - special characters / punctuation
  - Password will require change once annually
- Confirm your personal email address for self-service purposes

Once you have completed the above steps, you will receive a confirmation email.

If you have difficulty activating your NetID account, please contact the Help Desk using the information below.

Thank you,  
Office of Information Technology  
assist@utdallas.edu  
helpdesk.utdallas.edu  
972-883-2911

800 W. Campbell Road, Richardson, Texas 75080-3021