

# discoveryinternships

Explore Your Future.

## *NetID Activation Process*

Screenshots

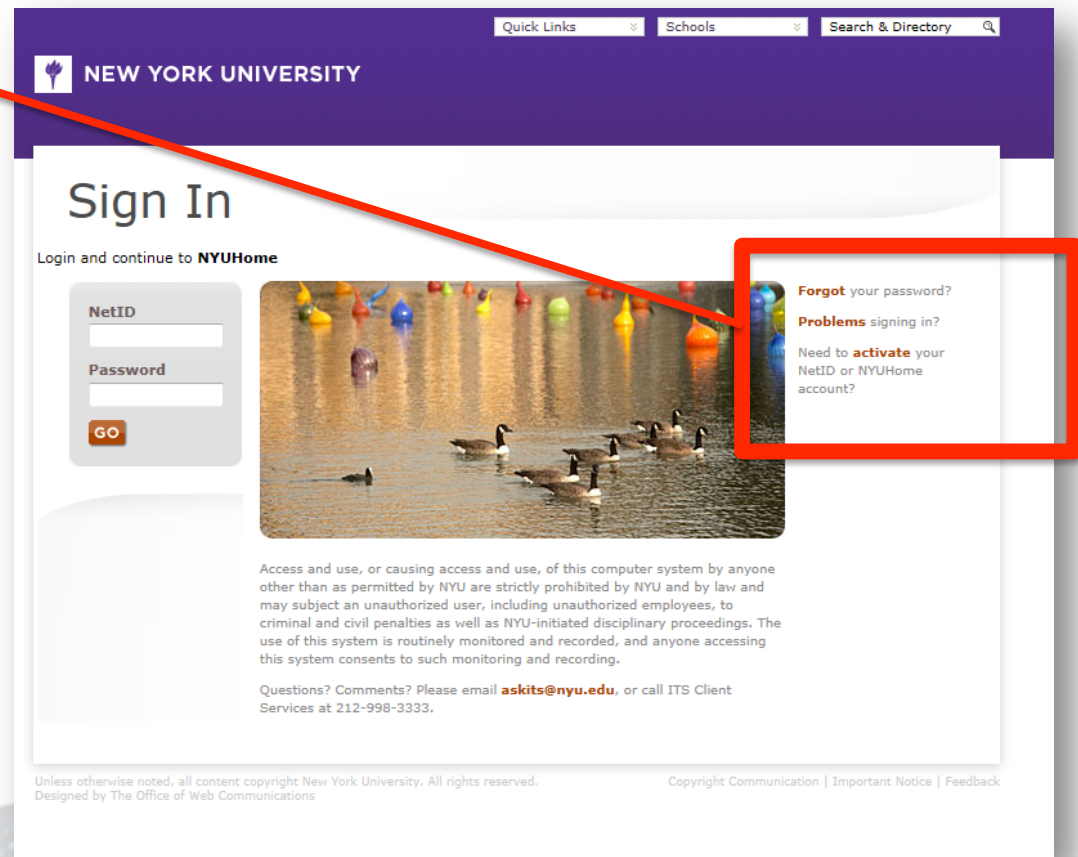
June, 2011



# NetID Activation

## Directions for activating your NYU NetID and Email Account

1. Point browser to <http://home.nyu.edu>
2. Click on the “activate” link located on the right side of the screen. It should read "Need to **activate** your NetID or NYUHome account?"
3. After the new window appears click the “Don't know your NetID” on the right side of the screen
4. Enter your NYU University ID Number (N Number) or your Social Security Number.
5. Enter your Date of Birth (DOB).
6. Click Continue and write down your NetID number which will appear at the top of the screen.
7. Continue through the remaining steps to set up your Home Account.

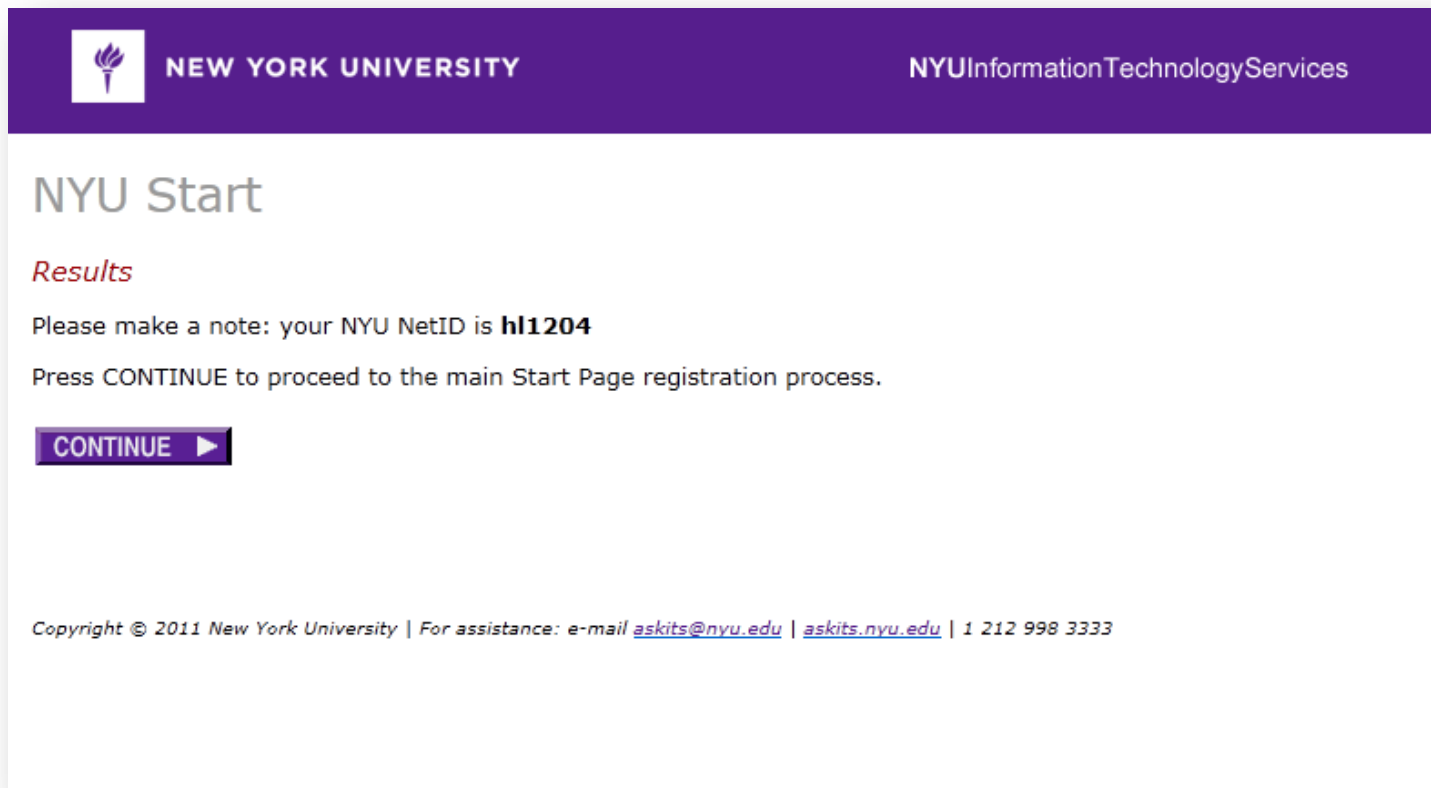


The screenshot shows the NYU Sign In page. At the top, there is a purple header with the NYU logo and the text "NEW YORK UNIVERSITY". Below the header, there are navigation links for "Quick Links", "Schools", and "Search & Directory". The main content area is titled "Sign In" and includes the text "Login and continue to NYUHome". There are two input fields: "NetID" and "Password", with a "GO" button below them. To the right of the input fields is a photograph of ducks in a pond. Below the photograph is a legal disclaimer and contact information. A red box highlights a link on the right side of the page that reads "Need to **activate** your NetID or NYUHome account?".

# NetID Activation

## Directions for activating your NYU NetID and Email Account

Your NetID will appear. Write this number down and try to memorize it. This will be your username when logging in to your NYUHome account and your internship course this summer. Click Continue...

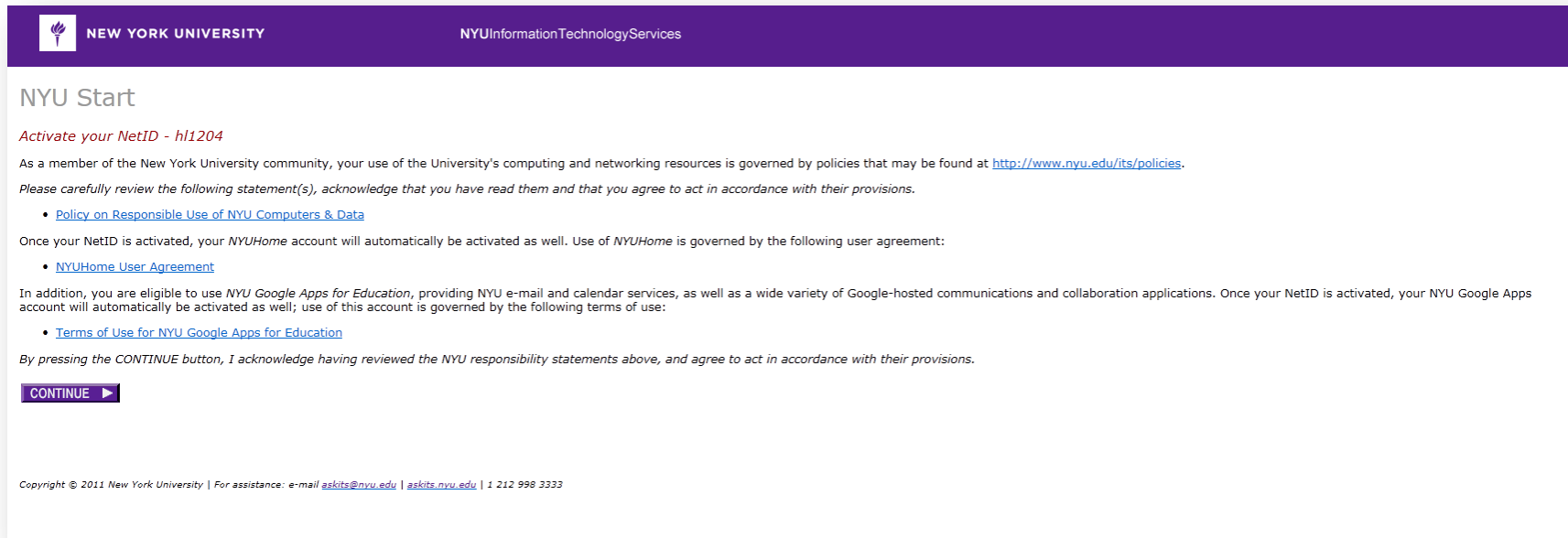


The screenshot shows a web interface for NYU NetID activation. At the top, there is a purple header bar with the NYU logo on the left, the text "NEW YORK UNIVERSITY" in the center, and "NYUInformationTechnologyServices" on the right. Below the header, the main content area is white. It starts with the heading "NYU Start" in a large, grey font. Underneath, the word "Results" is written in a smaller, red font. The main message reads: "Please make a note: your NYU NetID is **hl1204**". Below this, it says "Press CONTINUE to proceed to the main Start Page registration process." A purple button with the text "CONTINUE" and a right-pointing triangle is positioned below the text. At the bottom of the page, there is a small line of copyright information: "Copyright © 2011 New York University | For assistance: e-mail [askits@nyu.edu](mailto:askits@nyu.edu) | [askits.nyu.edu](http://askits.nyu.edu) | 1 212 998 3333".

# NetID Activation

## Directions for activating your NYU NetID and Email Account

You will be brought to a page that outlines specific NYU policies. Simply click Continue...



The screenshot shows the NYU NetID activation page. At the top, there is a purple header with the NYU logo and the text "NEW YORK UNIVERSITY" on the left, and "NYUInformationTechnologyServices" on the right. Below the header, the page is titled "NYU Start". The main content area is white and contains the following text:

*Activate your NetID - hl1204*

As a member of the New York University community, your use of the University's computing and networking resources is governed by policies that may be found at <http://www.nyu.edu/its/policies>. Please carefully review the following statement(s), acknowledge that you have read them and that you agree to act in accordance with their provisions.

- [Policy on Responsible Use of NYU Computers & Data](#)

Once your NetID is activated, your *NYUHome* account will automatically be activated as well. Use of *NYUHome* is governed by the following user agreement:

- [NYUHome User Agreement](#)

In addition, you are eligible to use *NYU Google Apps for Education*, providing NYU e-mail and calendar services, as well as a wide variety of Google-hosted communications and collaboration applications. Once your NetID is activated, your NYU Google Apps account will automatically be activated as well; use of this account is governed by the following terms of use:

- [Terms of Use for NYU Google Apps for Education](#)

By pressing the *CONTINUE* button, I acknowledge having reviewed the NYU responsibility statements above, and agree to act in accordance with their provisions.


**CONTINUE ▶**

At the bottom of the page, there is a small copyright notice: "Copyright © 2011 New York University | For assistance: e-mail [askits@nyu.edu](mailto:askits@nyu.edu) | [askits.nyu.edu](mailto:askits.nyu.edu) | 1 212 998 3333"

# NetID Activation

## Directions for activating your NYU NetID and Email Account

Create a password and enter a security question. Click Continue...

 **NEW YORK UNIVERSITY** NYUInformationTechnologyServices

### NYU Start

*Set A Password*

NYU's password requirements:

- Must be 8 or more characters in length
- Must contain 3 out of these 4 elements:
  - Letters A-Z, letters a-z, numbers 0-9, special characters (\*!@#0^&\* \_-=[]|;~,./?)
- Must not be a dictionary word, proper name, or person's initials
- Must not be same as your previous NYU passwords

Enter a password:  Confirm your password:

*Answer a security question*

Please select a security question and provide your answer, for use in future if you forget your password.  
To make your answer easier to remember, we recommend you limit your answer to a single word.

Select Hint:

Enter your answer:

**CONTINUE** ▶

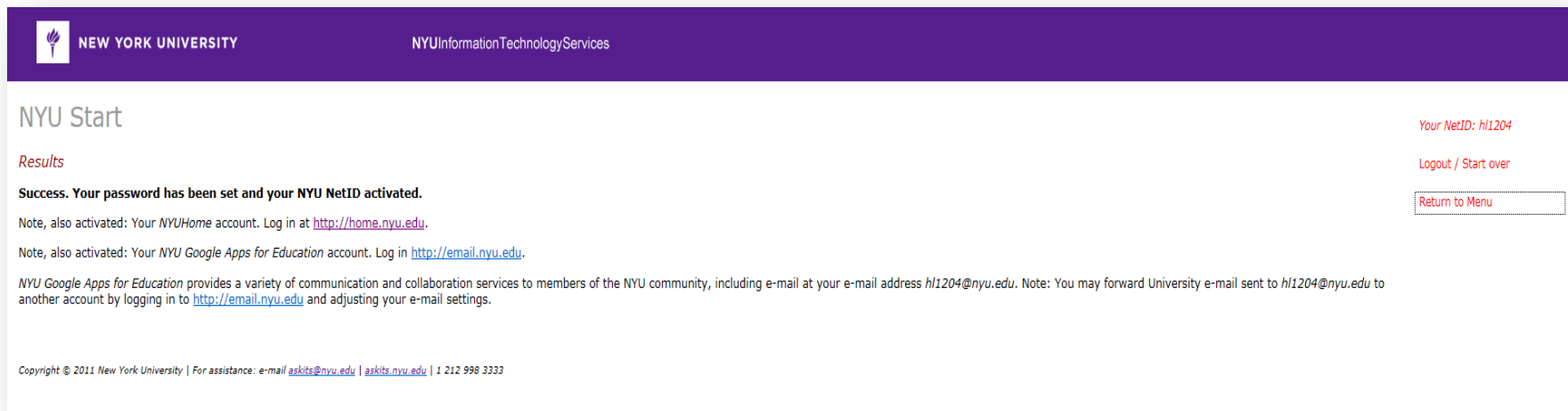
This process may take up to 1 minute.  
Please do not navigate away from this page or click a second time.

Copyright © 2011 New York University | For assistance: e-mail [askits@nyu.edu](mailto:askits@nyu.edu) | [askits.nyu.edu](http://askits.nyu.edu) | 1 212 998 3333

# NetID Activation

## Directions for activating your NYU NetID and Email Account

Confirmation Message and your NYU Email will appear! From here you will eventually need to follow instructional emails you will receive at your NYU email address to access your course content through Epsilen, NYU's online learning platform. You should expect to receive these emails shortly before your Discovery Internships program begins. No further action is required at this time, however you are welcome to explore the Epsilen online technology through the "student orientation" online tutorial.

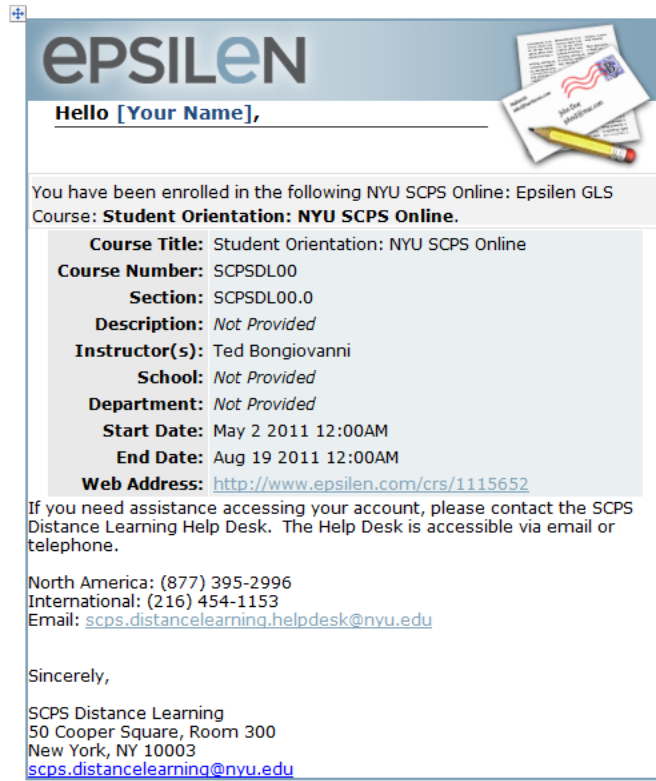


The screenshot shows a confirmation page for NYU NetID activation. At the top, there is a purple header with the NYU logo and the text "NEW YORK UNIVERSITY" on the left, and "NYU Information Technology Services" on the right. Below the header, the page is titled "NYU Start". On the right side, it displays "Your NetID: hl1204" in red text, followed by "Logout / Start over" in red text, and a "Return to Menu" button. The main content area contains a "Results" section with a success message: "Success. Your password has been set and your NYU NetID activated." Below this, there are two notes: "Note, also activated: Your NYUHome account. Log in at [http://home.nyu.edu](\"http://home.nyu.edu\")." and "Note, also activated: Your NYU Google Apps for Education account. Log in [http://email.nyu.edu](\"http://email.nyu.edu\")." A final note states: "NYU Google Apps for Education provides a variety of communication and collaboration services to members of the NYU community, including e-mail at your e-mail address [hl1204@nyu.edu](\"mailto:hl1204@nyu.edu\"). Note: You may forward University e-mail sent to [hl1204@nyu.edu](\"mailto:hl1204@nyu.edu\") to another account by logging in to [http://email.nyu.edu](\"http://email.nyu.edu\") and adjusting your e-mail settings." At the bottom left, there is a copyright notice: "Copyright © 2011 New York University | For assistance: e-mail [askits@nyu.edu](\"mailto:askits@nyu.edu\") | [askits.nyu.edu](\"http://askits.nyu.edu\") | 1 212 998 3333".

# Epsilen

## Emails you will receive from NYU or “Distance Learning”

Here are examples of the two emails you should receive from NYU regarding your enrollment into the NYU course. Please note, they will come to you through your new NYU email address that you have activated through this process. Shortly before the start of Discovery Internships, you will receive an email from NYU with information about accessing your Discovery Internships course. No further action is required at this time, although you are welcome to explore Epsilen as described in these two emails:



**epsilen**

Hello [Your Name],

You have been enrolled in the following NYU SCPS Online: Epsilen GLS  
Course: **Student Orientation: NYU SCPS Online.**

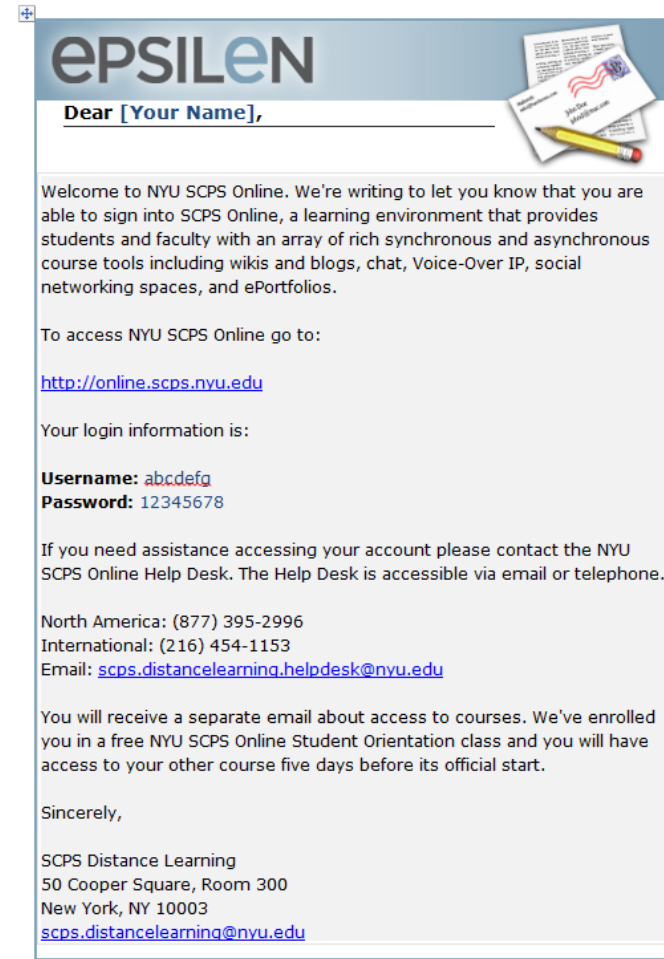
**Course Title:** Student Orientation: NYU SCPS Online  
**Course Number:** SCPSDL00  
**Section:** SCPSDL00.0  
**Description:** *Not Provided*  
**Instructor(s):** Ted Bongiovanni  
**School:** *Not Provided*  
**Department:** *Not Provided*  
**Start Date:** May 2 2011 12:00AM  
**End Date:** Aug 19 2011 12:00AM  
**Web Address:** <http://www.epsilen.com/crs/1115652>

If you need assistance accessing your account, please contact the SCPS Distance Learning Help Desk. The Help Desk is accessible via email or telephone.

North America: (877) 395-2996  
International: (216) 454-1153  
Email: [scps.distancelearning.helpdesk@nyu.edu](mailto:scps.distancelearning.helpdesk@nyu.edu)

Sincerely,

SCPS Distance Learning  
50 Cooper Square, Room 300  
New York, NY 10003  
[scps.distancelearning@nyu.edu](mailto:scps.distancelearning@nyu.edu)



**epsilen**

Dear [Your Name],

Welcome to NYU SCPS Online. We're writing to let you know that you are able to sign into SCPS Online, a learning environment that provides students and faculty with an array of rich synchronous and asynchronous course tools including wikis and blogs, chat, Voice-Over IP, social networking spaces, and ePortfolios.

To access NYU SCPS Online go to:

<http://online.scps.nyu.edu>

Your login information is:

**Username:** abcdefg  
**Password:** 12345678

If you need assistance accessing your account please contact the NYU SCPS Online Help Desk. The Help Desk is accessible via email or telephone.

North America: (877) 395-2996  
International: (216) 454-1153  
Email: [scps.distancelearning.helpdesk@nyu.edu](mailto:scps.distancelearning.helpdesk@nyu.edu)

You will receive a separate email about access to courses. We've enrolled you in a free NYU SCPS Online Student Orientation class and you will have access to your other course five days before its official start.

Sincerely,

SCPS Distance Learning  
50 Cooper Square, Room 300  
New York, NY 10003  
[scps.distancelearning@nyu.edu](mailto:scps.distancelearning@nyu.edu)

# Technical Difficulties?

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Directions if you are experiencing technical difficulties

*If you are experiencing any issues with the registration process please contact Eve Bennia at [eve.bennia@nyu.edu](mailto:eve.bennia@nyu.edu) or by phone at 212.998.7227.*

*You can contact her Monday through Friday between 9am-5pm ET (she will be working later hours Friday June 17<sup>th</sup> in the case you need assistance). The best way to get a hold of Eve so that she can help you in the quickest and most efficient way possible is to first send her an email with the subject line: Discovery Internships Registration, with your full name and N number and the difficulties you are having. Either Eve or her someone on her team will assist you with completion of the registration process.*