How to: Set up a new eRaider account

Notice

No one at Texas Tech University or from anywhere else should ask for your password.

Details

What you need before beginning

- An eRaider set-up code: If you do not have a set-up code, check your non-Texas Tech email account(s) for a message from erams@ttu.edu or from the Texas Tech staff member who manually authorized your account. (Try looking in your junk/spam folder if it is not in your inbox.)
- A phone number capable of receiving either SMS text messages or automated voice calls.

Tips: 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 Help Central by telephone to obtain a set-up code.

Set up your account

1) Browse to https://eraider.ttu.edu and click Set-Up Account.
2) Type the requested information and click Confirm.
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://it/itelpcent
Employees can contact the IT Solution Center at http://www.ttuhsedu/it/is/itsolutioncenter

* First Name: Raider
* Last Name: Red
* Birthdate (mm/dd/yyyy): 01/01/1901
* Code: 56605320

Confirm

3) Review the "Terms of Use" statement. Click Agree if you agree to the terms.
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**.
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 in order to proceed. If you do not have a non-TTU phone number, check this list of other options.
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.
7) 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.
8) 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 (e.g., HR or Student records systems).
E-Mail Services

- For users who have e-mail services at both TTU and HSC:
  - Your e-mail address (first.last) will remain the same across both institutions. Changing a mail account at the other institution.
  - Creating a second e-mail service will allow the user to choose a primary e-mail address (@ttu.edu or @ttuhsc.edu).
- The custom e-mail address field allows alphabetic (a-z), numeric (0-9), periods (.), and hyphens (-).
- Changing your e-mail address may affect your ability to continue posting to listserv lists; unsubscribe before continuing and re-subscribe after your new address is established.
- If you have concerns about making this change, contact IT Help at your institution:
  - Texas Tech University: IT Help Central
  - Health Sciences Center: TTU HSC Help Desk

<table>
<thead>
<tr>
<th>Address</th>
<th>Display Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>raider.red</td>
<td>Red, Raider</td>
</tr>
<tr>
<td>.red</td>
<td>Red,</td>
</tr>
</tbody>
</table>

9) If your account has access to both TTU and TTUHSC email, you will be prompted to choose a primary address. After selecting your primary address, click Continue.

NOTE: If you have a current HSC affiliation, TechMail service activation will only be required when HSC mail isn’t obtainable and active.
10) 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.
11) Review and approve your information for submission. Click 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.
eRaider Account Set-Up

Confirm Information

Congratulations! You have successfully completed the set-up process for your eRaider.

Please allow up to 30 minutes for these changes to take effect. You may print this page for your records.

NOTE: This page will automatically close after 2 minutes.

eRaider User Name: rared