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**.
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 laws. As a resident of the State of Texas, TTU is required to notify you of the following: “A) Unauthorized use is prohibited; B) Unauthorized access to information systems is subject to security testing and monitoring; C) Misuse is subject to criminal prosecution, and D) No exceptions are made. Even 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**.

I understand:

- use of Texas Tech computers and networks requires prior authorization and my use of the networked and/or manual security testing procedures. I understand that unauthorized use, access, and abuse is subject to immediate termination of the account or service and University disciplinary action.
- I must not purposely engage in activity that may harass, threaten or abuse others; degrade Resources; deprive an authorized user access to an information resource; obtain extra resources; or circumvent computer security measures. I will not intentionally access, create, store, or transmit material which may deem to be offensive, indecent or obscene.
- I must comply with all policies, standards, and procedures adopted to safeguard information as outlined in the appropriate Texas Tech University Security Policies found at [http://www.depts.ttu.edu/opmanual/OP52.04.pdf](http://www.depts.ttu.edu/opmanual/OP52.04.pdf) and Texas Tech University Health Sciences at [http://www.ttuhsc.edu/hsc/op/op56/op5601.pdf](http://www.ttuhsc.edu/hsc/op/op56/op5601.pdf).
- failure to comply with any of the conditions noted herein may result in immediate termination further understand that the university retains the right to pursue prosecution when misuse of information resources is suspected.
- Texas Tech uses electronic methods of communications (e.g., email sent to a ttu.edu or ttuhsc.edu account, or employee-provided cell phone number, etc.) to keep in regular contact. This includes general announcements, and special alerts. I understand these communications are intended to inform the recipient of academic and administrative information, including but not limited to, financial aid, registration, and emergency notifications.

I agree to allow Texas Tech to contact me via electronic methods of communications, and agree 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
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).
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 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

Solution Properties

Solution ID
110923114423103

Last Modified Date
04/09/2019 07:18:20 PM

Author
raking