**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.

**TIP:** 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](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://ithelpcentral.ttu.edu
Employees can contact the IT Solution Center at http://www.tuhsc.edu/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.
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 employee of the State of Texas, TTU is required to notify you of the following: “A) Unauthorized use is prohibited by law, B) Misuse of resources will be subject to criminal prosecution, C) Security is subject to criminal prosecution, and D) No employee of the University may engage in activity that may: harass, threaten or abuse others; melt down Information resources; deprive an authorized user access to an information resource; obtain, use, or transfer information or resources in a manner not authorized by the University. I understand:

- Use of Texas Tech computers and networks requires prior authorization and my use of these resources must be authorized and/or manual security testing procedures. I understand that unauthorized use or abuse is subject to immediate termination of the account or service and University discipline.

- 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. I will not intentionally access, create, store, or transmit University information resources that are offensive, indecent or obscene.

- I must comply with all policies, standards, and procedures adopted to safeguard 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, and Texas Tech University Health Sciences Center found at https://elpaso.ttuhsc.edu/oppi_documents/56/ops5601.pdf.

- Failure to comply with any of the conditions noted herein may result in immediate termination and further understanding that the university retains the right to pursue prosecution when misuse or information resources is suspected.

- Texas Tech uses electronic methods of communications (e.g., email sent to a ttu.edu or ttuhsc student or employee-provided cell phone number, etc.) to keep in regular contact. This may include general announcements, and special alerts. I understand these communications are necessary for administrative purposes, including but not limited to, financial aid, security alerts, and notifications.

I agree to allow Texas Tech to contact me via electronic methods of communication, and affirm 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.
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 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 workaround 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 entered later in the eRaider Account Manager once the account is successfully set up.

9) 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

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