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 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.

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Raider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>Red</td>
</tr>
<tr>
<td>* Birthdate (mm/dd/yyyy):</td>
<td>01/01/1901</td>
</tr>
<tr>
<td>* Code:</td>
<td>16605320</td>
</tr>
</tbody>
</table>
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 result of the State of Texas, TTU is required to notify you of the following: “A) Unauthorized use is prohibited. B) Computer security testing and monitoring. C) Misuse is subject to criminal prosecution, and D) No export restrictions otherwise provided by applicable privacy laws” (Title 1, Texas Administrative Code, 202.75).

I understand:

- the use of Texas Tech computers and networks requires prior authorization and my use of the computer or manual security procedures. I understand that unauthorized use of the computer or manual security procedures is subject to immediate termination of the account or service and University disciplinary action.
- I must not purposefully engage in activity that may: harass, threaten or abuse others; degrades Resources; deprive an authorized user access to an information resource; obtain extra re: circumvent computer security measures. I will not intentionally access, create, store, or transmit material that may deem to be 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 and Texas Tech University Health Sciences at http://www.ttuhsc.edu/hsc/op/op56/op5601.pdf.
- failure to comply with any of the conditions noted herein may result in immediate termination for any reason. 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, phone calls, text messages, etc.) to keep in regular contact. This includes communications, general announcements, and special alerts. I understand these communications may be conveyed by electronic methods of communications, including but not limited to, text messages and email. I agree to allow Texas Tech to contact me via electronic methods of communications, and if necessary, I will keep my electronic records for electronic transactions.

By clicking on "I Agree", I attach my electronic signature to and agree to the above Terms of Use.

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.
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**.

### Contact Information

A contact phone number aids with quick and easy recovery of your account, should you forget your account more secure. The contact phone and email will also be used to alert you about a phone number is required. You may choose to enter a contact email for additional account.

After you click Continue, you will be required to enter verification codes for each contact method.

#### Phone Number

For US phone numbers, enter the full 10-digit number. For other countries, enter the full number.

<table>
<thead>
<tr>
<th>Country</th>
<th>United States (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number</td>
<td>8065551234</td>
</tr>
<tr>
<td>Confirm Phone</td>
<td>8065551234</td>
</tr>
<tr>
<td>Contact Method</td>
<td>Voice Call</td>
</tr>
</tbody>
</table>

*Standard text message and voice rates apply.*

#### Email Address

The email address must be a valid mailbox and cannot be a TechMail (@ttu.edu) or HSCMail (@ttu.edu).

<table>
<thead>
<tr>
<th>Email Address</th>
<th><a href="mailto:texastechfan@outlook.com">texastechfan@outlook.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm Email Address</td>
<td><a href="mailto:texastechfan@outlook.com">texastechfan@outlook.com</a></td>
</tr>
</tbody>
</table>
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.
OUTCOME

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