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.
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 Texas Tech, TTU is required to notify you of the following: “A) Unauthorized use is prohibited and may result in security testing and monitoring; B) Misuse is subject to criminal prosecution, and C) No expected otherwise provided by applicable privacy laws” (Title 1, Texas Administrative Code, 202.75).

I understand:

- use of Texas Tech computers and networks requires prior authorization and my use of these automated 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 disciplinary action.

- I must not purposely engage in activity that may: harass, threaten or cause others to 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 information that may 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](http://www.depts.ttu.edu/opmanual/OP52.04.pdf), Texas Tech University Health Sciences Center at [http://www.ttuhsc.edu/HSC/OP/OP5601.pdf](http://www.ttuhsc.edu/HSC/OP/OP5601.pdf), and Texas Tech University Health Sciences Center at [https://el paso.ttuhs c.edu/oppi_documents/56/OP5601.pdf](https://el paso.ttuhs c.edu/oppi_documents/56/OP5601.pdf).

- I understand that failure to comply with any of the conditions noted herein may result in immediate suspension, 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 student or employee-provided cell phone number, etc.) to keep in regular contact. This includes general announcements, and special alerts. I understand these communications are necessary, and the University retains the right to pursue prosecution when misuse is suspected.

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

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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.
eRaider Account Set-Up

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 counties, enter the full number.

Country: United States (1)

| Phone Number: 8065551234 |
| Confirm Phone Number: 8065551234 |

Contact Method: [ ] Voice Call  [ ] Text Message

*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)

| Email Address: texastechfan@outlook.com |
| Confirm Email Address: texastechfan@outlook.com |

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

eRaid User Name: rared