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.
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.

### eRaider Account Set-Up

### Contact Information Verification

A verification code was sent to the contacts you provided. Please enter the codes here to confirm.

**Phone/SMS Verification Code**

Enter Code: 12345

**Email Verification Code**

Enter Code: 99765

Continue

### eRaider Password

**Enter password:** ********

**Confirm password:** ********

Continue

**Requirements**

- Must be 9 - 25 alphanumeric characters (A-Z, a-z, 0-9, ()-$_%&!@^)
- Must NOT be reused within a one year period
- Must NOT be a commonly used password

**Recommendations**

- Choose a password that
- String together uncommon
- NEVER share your pass
- Use a different password
8) Review and approve your information for submission. Click Complete Account Set-Up.

<table>
<thead>
<tr>
<th>Account Set-Up</th>
<th>eRaider Account Set-Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terms of Use</td>
<td>Confirm Information</td>
</tr>
<tr>
<td>User Information</td>
<td>Please review the following information and click the Complete Account Set-Up button to complete account set-up. If information is not correct, press the Cancel button to begin your account set-up process once again.</td>
</tr>
<tr>
<td>Contact Information</td>
<td>NOTE: Your account has not been activated yet. Activation occurs once you press the Complete Account Set-Up button.</td>
</tr>
<tr>
<td>eRaider Password</td>
<td>First Name: Raider</td>
</tr>
<tr>
<td>Email Services</td>
<td>Last Name: Red</td>
</tr>
<tr>
<td>Confirm Settings</td>
<td>Phone: 806-555-1234</td>
</tr>
<tr>
<td>Complete Set-Up</td>
<td>Email: <a href="mailto:texastechfan@outlook.com">texastechfan@outlook.com</a></td>
</tr>
<tr>
<td></td>
<td>Gender: M</td>
</tr>
<tr>
<td></td>
<td>Address: 1 Alley Way</td>
</tr>
<tr>
<td></td>
<td>City: Lubbock</td>
</tr>
<tr>
<td></td>
<td>State (for US addresses): Texas</td>
</tr>
<tr>
<td></td>
<td>Postal Code: 79409</td>
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<tr>
<td></td>
<td>Country: United States</td>
</tr>
<tr>
<td></td>
<td>Contact Phone: 806-555-1234</td>
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<tr>
<td></td>
<td>Work Phone: 806-834-1234</td>
</tr>
<tr>
<td></td>
<td>TechMail Address: <a href="mailto:red@ttu.edu">red@ttu.edu</a></td>
</tr>
</tbody>
</table>

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

Solution Properties

Solution ID
110923114423103

Last Modified Date
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Author
raking