

Account Activation

In order to activate your account at the University of Richmond, you must go through the following procedure. This will enable you to use your netid for Blackboard courses, e-mail, and the ability to login to any network computers on campus.

Please go to:

<http://www.richmond.edu/is/account/>

You will then select Faculty and Staff Account Activation. You will be prompted that you will be entering a secure environment. Choose ok. You will then see the following screen:

University of Richmond | Information Services

UR Computer Accounts Management

If you know your University Network ID (netid) and password, please enter them and press "Continue" button.
If you don't know your netid, or are planning to use your account for the first time, leave the fields blank and press continue.

Netid: (ex. aperson1)

Password:

Follow the instructions. Either:

1. Enter your netid and current password and press continue (which will allow you to change your current password).
2. Enter your netid and no password and press continue (this will prompt you to select a password).