

# Create a KU Online ID Now

If you cannot do this on your own, you may contact IT Customer Service Support Center at [ITCSC@ku.edu](mailto:ITCSC@ku.edu) or (785) 864-8080 for support.

Go to <http://www.technology.ku.edu/accounts>

Click on the link "Set Up a KU Online ID" under the tab "KU Online ID"

## 1. Step 1

Enter your 7-digit KUID number

Enter your Date of Birth (format: 1967-12-31)

Check the box confirming you will never share your online ID and password with anyone

### Retrieve your KU Online ID and Set Up Your Password

**Step 1**

To retrieve your KU Online ID, please enter the following information:

Student/Employee ID Number:

Birthdate (YYYY-MM-DD) or 16-digit KU Card Number:

By checking this box I confirm that I have read and understand the [Acceptable Use of Electronic Information Resources](#) policy statement and that I understand the policy applies to all KU computing resources including my KU Online ID and the facilities to which it provides access.

## 2. Step 2

You will be assigned an online ID

**WRITE THIS DOWN**

You cannot change your Online ID; however, you can later change your email address

**Step 2**

Retain this KU Online ID for future reference. You will need it to log in to various online services at KU.

**KU Online ID:** a111b222  
**KU Email Address:** a111b222@ku.edu

To increase the security of future password changes, all users are required to set up five challenge questions.

- When you click the "Continue" button below, you will be redirected to a page to set up challenge questions. Your responses to the questions will be used to verify your identity if you forget your password.
- After setting up your challenge questions, you will be asked to change your password.

## 3. Set Up Challenge Questions

**Set Up Your Challenge Questions**

To increase the security of future password changes, all users are required to set up five challenge questions.

- These questions will be used to verify your identity if you forget your password.
- Provide responses for the predefined questions listed below. Create your own questions and responses where indicated.
- You must answer all of the questions below.
- Questions and responses are not case-sensitive.

**Questions**

What was your high school mascot?

Which historical person do you admire most?

What was the name of your best friend in grade school?

**Create Your Own Challenge Questions**

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**WRITE DOWN YOUR ANSWERS! (and bring them to KU)**

If you forget your password in the future, you will be asked for your answers to these questions.

Create two questions. For example:  
What is your city of birth?  
What is your mother's name?  
What is your pet's name?

**Mascot:** a person or animal that is used by a school as a symbol to represent the school (i.e. KU's mascot is the Jayhawk)  
If your high school does not have a mascot, use the name of your high school or write NONE

#### 4. Create a password.

### Password Change

Your password must be 8 to 16 characters long and must contain:

- At least one special character (&,#,-,\_, etc.)
- At least one uppercase and one lowercase letter
- At least one digit (0-9)

You cannot re-use any password until it has been out of use for at least one year and your new password will expire in 210 days.

See the page [Choosing Good Passwords](#) for more information.

Enter new password:

Retype new password:

**NOTE: Password must contain all 4:**

- 1) a capital letter (A,B,C,D,E, etc) **AND**
- 2) a lowercase letter (a,b,c,d,e, etc) **AND**
- 3) a number (1,2,3,4,5, etc) **AND**
- 4) a special character (!,@,#,&,-,\_, etc)

#### 5. You can change your KU email address through the following link.

[Change Your Password](#)

[Set Up Your Challenge Questions](#)

[Forgot Your Password?](#)

[Set up Email Aliases \(Requires Login\)](#)

## Results

Your KU Online ID Password has been updated.

#### 6. Explore KU's student record system called **Enroll & Pay**.

Go to <https://sa.ku.edu> and login with the KU online ID and password you just created.

- a) Verify and update your Permanent address (in your home country)  
Menu→Enroll & Pay→Campus Personal Info→Addresses→Edit (Permanent)
- b) Add Emergency Contact Info (usually a parent)  
From Addresses→Emergency Contacts→ADD an Emergency Contact