



Go to: <https://apps.its.fsu.edu/FSUIDRegistration/FSUIDRegistration.html?sponsor=CIES>. Enter your information.



# FSUID REGISTRATION

Name\*

Home Address\*

Country:

Address1:

Address2:

City Postal:

County:

Enter your personal email address 2 times. You must be able to read email at this account.

Email Address\* ⓘ

Re-Enter Email Address\*

Date of Birth\*

Re-Enter Date of Birth\*

Gender\*

Male
  Female

U.S. Social Security Number (SSN)\* ⓘ

-  -

Re-Enter U.S. Social Security Number (SSN)\*

-  -



I am an international student and do not have a Social Security Number or an FSU-assigned temporary student ID number.

- OR -

I am a resident of one of the United States Territories and do not have a Social Security Number.

Check here if you do not have a U.S. Social Security Number

Country of Citizenship\*

Click Continue when complete

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Review your information and click "Yes, this is correct."



# FSUID REGISTRATION

## FSUID Registration Summary

<b>First Name</b>	George
<b>Middle Name</b>	
<b>Last Name</b>	Smith
<b>Suffix</b>	Jr
<b>Country</b>	CRI
<b>County</b>	Out of State/County
<b>Email Address</b>	gsmith@mymail.com
<b>Date of Birth</b>	July 19, 1990
<b>Gender</b>	Male
<b>Social Security Number</b>	No Social Security Number.
<b>Citizenship</b>	Costa Rica

No, need to make an edit

Yes, this is correct

Review your information and click here to continue

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The confirmation message will tell you to check your email:

FLORIDA STATE UNIVERSITY



FSUID REGISTRATION

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**FSUID Registration Complete**

Congratulations! You have completed the first step and created your account.

Your EMPLID is: **700001295**

You will receive an email to continue the activation of your FSUID which will become the login for your account. Please be sure to check your junk mail if you do not receive your email in a few minutes.

If you have questions or need assistance, please contact the ITS Service Desk at 850-644-HELP.

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Look for this email from **Florida State University** <noreply@fsu.edu>. If you do not see the email in your Inbox, look in your Junk Mail folder for it.

• Thank you for registering for your FSUID ★

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• **Florida State University** <noreply@fsu.edu> Mar 15 at 10:09 AM ★  
 To gsmith@mymail.com

The email contains your EMPLID and your temporary student ID number.

Dear George Smith,

Thank you for registering for your FSUID. You have completed the first step and created a student record. Your **EMPLID is 700001296**.

(Your FSU-assigned temporary student ID number is **999820352**. Please remember this number. You will use this number when activating and managing your FSUID account. When asked for the last 5 digits of your SSN in activation, please use the last 5 digits of this number.)

For the second step, follow the link to activate your FSUID: [CIES FSUID Activation](#)

**Instruction:**

1. Follow the link to the activation application.
2. Fill in the requested information.
3. Create a password.

← Reply   ← Reply to All   → Forward   ... More

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Click on the link in the email and fill out the required information to activate your FSUID.



## FSUID Activation

Please activate your FSUID by verifying your personal information and create a password.

All fields are required.

EMPLID	700001296		
First Name:	<input type="text" value="George"/>		
Last Name:	<input type="text" value="Smith"/>		
Last 5 digits of SSN*:	<input type="text" value="20352"/>		
Date of Birth:	<input type="text" value="July"/>	<input type="text" value="19"/>	<input type="text" value="1990"/>

Your EMPLID. It is important that you record this number in a safe place.

Last 5 digits of your temporary student ID number

\* If you are an international student use the last 5 digits of your FSUID generated student number, international employees use the last 5 digits of your assigned temporary SSN, if you are a FAMU student use the last 5 digits of your FAMU student number.

Submit

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Read and Accept the University policies.



THE FLORIDA STATE UNIVERSITY

### FSUID Activation

You must read and accept the following guidelines.

FLORIDA STATE UNIVERSITY  
OP-H-6 USE OF UNIVERSITY INFORMATION TECHNOLOGY RESOURCES

**A. OBJECTIVE**  
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This policy statement is intended to support appropriate and effective use of information technology (IT) resources at Florida State University (FSU), while providing guidelines for allowable use.

**B. GENERAL**  
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1. FSU provides a wide variety of IT resources, including computers, networks, software, computer accounts, cellular phones, beepers, office telephones and hand-held and wireless devices, for use by University students, faculty, and staff. These resources are administered by the Office of Technology Integration, the Office of Telecommunications, and a number of schools, colleges, departments, and institutes, and are intended for the legitimate business of the University.

2. Appropriate business use of IT resources includes instruction, research, and the official work of the offices, departments, recognized student and

Accept

Decline



Submit

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Create a password. The password must meet all of the listed requirements. **Write down your password so you don't forget it!**



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### FSUID Activation

Enter a password

Re-enter password

**Password Requirements**

- Must be at least 8 characters in length
- Must not contain any spaces
- Must contain:
  - o one alpha character (a-z)
  - o one numeric character (0-9)
  - o one non-alphanumeric character (~!@#%&\*+.\_?<>)
- Must not contain any part of your name
- Must not use any obvious, easy-to-guess, dictionary words
- Must not re-use any of your last 7 passwords



Submit

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A confirmation page will show with your FSUID. Write down your FSUID and password.



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**Remember your FSUID and password!**

## FSUID Activation

Congratulations! You have successfully activated your FSUID: **gs17f**

Please remember your FSUID and password. You will use them to log on to authorized FSU systems.

Account Type	User ID	Password Setup Result
FSUID	gs17f	Successful reset of password.
Windows Live ID (myFSU)	gs17f@my.fsu.edu	Successful scheduling of password change

After resetting your FSUID password, please allow up to 24 hours for all FSU systems to fully update your password.

If you have questions or need assistance, please contact the ITS Service Desk at 850-644-HELP.