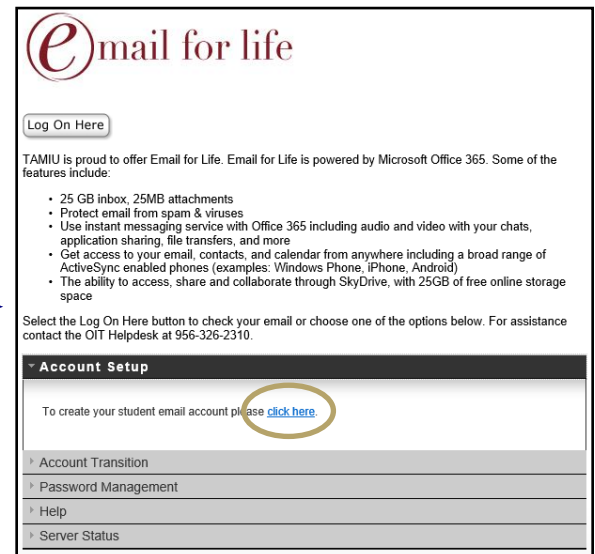


Creating Your Dusty Email Account

Welcome! This guide will assist you through the process of creating your TAMIU student e-mail account. **Please note** that you will need your TAMIU ID number and Birth Date to create your account.

- 1 Open an Internet browser and log on to:
<http://dusty.tamtu.edu>
You will be redirected to the TAMIU Email home page.



- 2 To create your account, click on **Account Setup** from the bottom menu and click on the **click here** link provided.

You will be presented with the **Account Setup** page. There are three steps involved in the creation of your account. In **Step 1**, you will need to enter information to validate your identity. In **Step 2**, you will create your e-mail account and password. In **Step 3**, you will establish your security questions.

- 3 Enter your **TAMIU ID** in the field provided and your **Birth Date** in the format specified (mm/dd/yyyy) and click the **"I'm not a robot"** checkbox. Select the images that match the word being described and click **verify**.

- 4 Once you have entered all information, click on the **Next** button to proceed.

Select your Email ID and create a password. Before you proceed, take some time to read the special instructions about choosing a password. Your password must adhere to the following rules:

- 5
 - Password should not contain a significant portion of your TAMIU account (last, first, or full name)
 - Password should be at least sixteen characters in length.
 - Password must contain characters from 3 of the following 4 categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)



6 After reviewing this information, select your email ID from the available options in the dropdown box. Next, enter your desired password in the **New Password** field.

7 For verification purposes, retype the password in the **Retype Password** field. When you have completed this process, click **Next** to continue.

The screenshot shows the 'Account Setup - Account Name' page for TAMIU (Texas A&M International University). It includes a header with the TAMIU logo and university name. The main heading is 'Account Setup - Account Name'. Below it, a instruction says 'Please select an email address you would like, type a password and press the Next button to continue.' The form contains fields for 'Your Full Name is:' (with a text input), 'Email ID:' (with a dropdown menu showing '@dusty.tamtu.edu'), 'New Password:', and 'Retype Password:'. There are 'Back' and 'Next' buttons at the bottom. A link at the bottom says 'Click here to see the special considerations about valid passwords.'

8 Select security questions and type responses. If you forget your password, the password reset page will ask a question from these questions. You will be able to reset your password if you answer the question correctly.

9 Select three security questions and provide a response to each question in the **Answer** text box. Security questions should be easy for you to remember but difficult for anyone else to guess. When you have completed this step, click on **Next** to continue.

The screenshot shows the 'Account Setup - Security Questions' page for TAMIU. It includes a header with the TAMIU logo and university name. The main heading is 'Account Setup - Security Questions'. Below it, a instruction says 'Please select three security questions and answer them to continue.' The form contains a table with three rows for questions. Each row has a '#', a 'Question' (with a dropdown menu), and an 'Answer' (with a text input). There are 'Back' and 'Next' buttons at the bottom.

10 You will be presented with a page that confirms your account has been created.

You may close the confirmation page or click on the **Click Here** link to return to the TAMIU Email home page.

The screenshot shows the 'Account Created' confirmation page for TAMIU. It includes a header with the TAMIU logo and university name. The main heading is 'Account Created'. Below it, a message says 'Your email account ([redacted]@dusty.tamtu.edu) and NetID ([redacted]) have been created.' It also says 'Please wait 1 hour before trying to log in.' and includes a link 'Click here to go back to the TAMIU Email for Life 3.0 home page.'

If you experience any technical difficulties setting up your account, please contact the Office of Information Technology Help Desk at 956.326.2310 or email hotline@tamtu.edu

