

Activating/Creating a Net ID for Buy A&M Laserfiche Access

Introduction

As part of the exit plan for the Buy A&M System, users who do not own a NetID will need to create one to access the Buy A&M Laserfiche Repository.

Your NetID is the username needed to access many university resources such as Texas A&M Gmail, the Howdy Portal, and Open Access Lab computers. Your NetID will also be part of your Texas A&M Gmail email address, which will have the format:

your_NetID@tamu.edu and
your_NetID@email.tamu.edu.

“Activating” your NetID is the same as creating your NetID. This means that prior to activating your NetID, you do not have a NetID.

Activating/Creating your NetID

The following information is needed to set up your NetID:

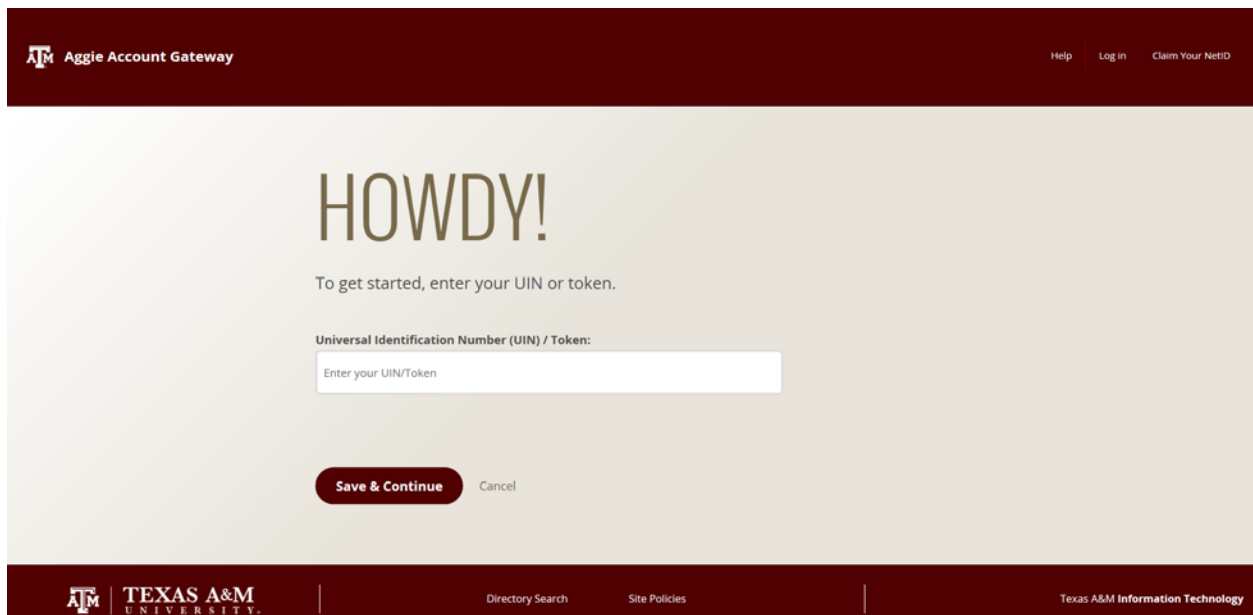
- Your University Identification Number (UIN) – a 9-digit identifier contained in an email from the Admissions Office. If you cannot locate your UIN, contact the Admissions Office by calling (979) 845-1060 or emailing admissions@tamu.edu.
- Your Date of Birth (MM/DD/YYYY) – This will be the official date of birth entered on your application. If this does not match your actual date of birth, contact the Admissions Office to get your records updated. You will also need to input your date of birth into the respective field following the aforementioned format (e.g. if your date of birth is November 23rd, 1973, then you will input your birthday as follows: 11/23/1973).

To activate the NetID:

1. Open a web browser and go to the Aggie Account Gateway:
<http://gateway.tamu.edu>
2. Click **Claim Your NetID** before logging into gateway.



3. Enter your Universal Identification Number (UIN). Click Save & Continue.



4. On the next screen, enter your date of birth.

Click Save & Continue.

The screenshot shows the 'Aggie Account Gateway' header with 'Help', 'Log in', and 'Claim Your NetID' links. The main content area features the heading 'HOWDY!' and the instruction 'Enter your date of birth to continue.' Below this is a 'Date of Birth:' label and a text input field containing 'Le. 01/01/1995'. At the bottom of the form are two buttons: 'Save & Continue' and 'Cancel'. The footer includes the Texas A&M University logo, 'Directory Search', 'Site Policies', and 'Texas A&M Information Technology'.

If you receive the error “Your account has already activated”, then your NetID has already been activated. If you do not remember or do not know your NetID, contact Help Desk Central at (979) 845-8300 with your UIN. They can also assist you in resetting your password.

The screenshot shows the 'Aggie Account Gateway' header with 'Help', 'Log in', and 'Claim Your NetID' links. A red error message box at the top states: 'Your account has already been activated. No changes have been made.' Below the error is the heading 'HOWDY!' and the instruction 'To get started, enter your UIN or token.' This is followed by a 'Universal Identification Number (UIN) / Token:' label and a text input field containing 'Enter your UIN/Token'. At the bottom of the form are two buttons: 'Save & Continue' and 'Cancel'. The footer includes the Texas A&M University logo, 'Directory Search', 'Site Policies', and 'Texas A&M Information Technology'.

5. On the next screen, carefully read the information about the NetID and password requirements, and then enter your NetID and your password.

Click **Save & Continue**.

ATM Aggie Account Gateway Help Log in Claim Your NetID

CLAIM YOUR NETID & PASSWORD

Your NetID is your Texas A&M username. You use it every time you log in to important university resources. It is also becomes your email address, so choose it wisely.

NetID:
enter your netid

NetID Requirements:
Must be at least 3 and at most 20 characters long.
Must begin with a letter.
Must contain only the following characters: a-z, 0-9, dot (.), dash (-), and underscore (_).

Your password:
Can: Be a sentence or phrase.
Cannot: Be a single dictionary word.
Cannot: Include personal information.
Cannot: Be too simple.
For details, visit the NetID Password FAQ.

Tip:
Passwords 16 characters or longer are valid for four years. Shorter passwords are only valid for one year.

Password:
Enter your password

Password Requirements:
Must be at least 8 characters long.
Must have a lowercase letter.
Must have an uppercase letter.
Must have a special character (number, symbol or space).

Confirm Password:
Confirm your password

Save & Continue Cancel

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Tip:

Passwords 16 characters or longer are valid for four years. Shorter passwords are only valid for one year.

- 6. Enable Self-Service Password reset. Self-Service Password Reset allows you to reset your forgotten password on your own by sending a temporary password to your mobile phone or alternate email address. You cannot use an email address that is associated with your NetID.

Fill in an alternate email address and a text-enabled phone number.

Click Save & Continue.

Aggie Account Gateway Password Settings Email Settings Directory Info Help BetterUser Log Out

PASSWORD RESET

Self-Service Password Reset
Self-Service Password Reset allows you to reset your forgotten password on your own by sending a temporary password to your mobile phone or alternate email address. **You cannot use an email address that is associated with your NetID.**
For details, view the [Self-Service Password Reset FAQ](#).

Enable Self-Service Password Reset

Alternate Email Address
Alternate Email Address
i.e. joeaggie@gmail.com

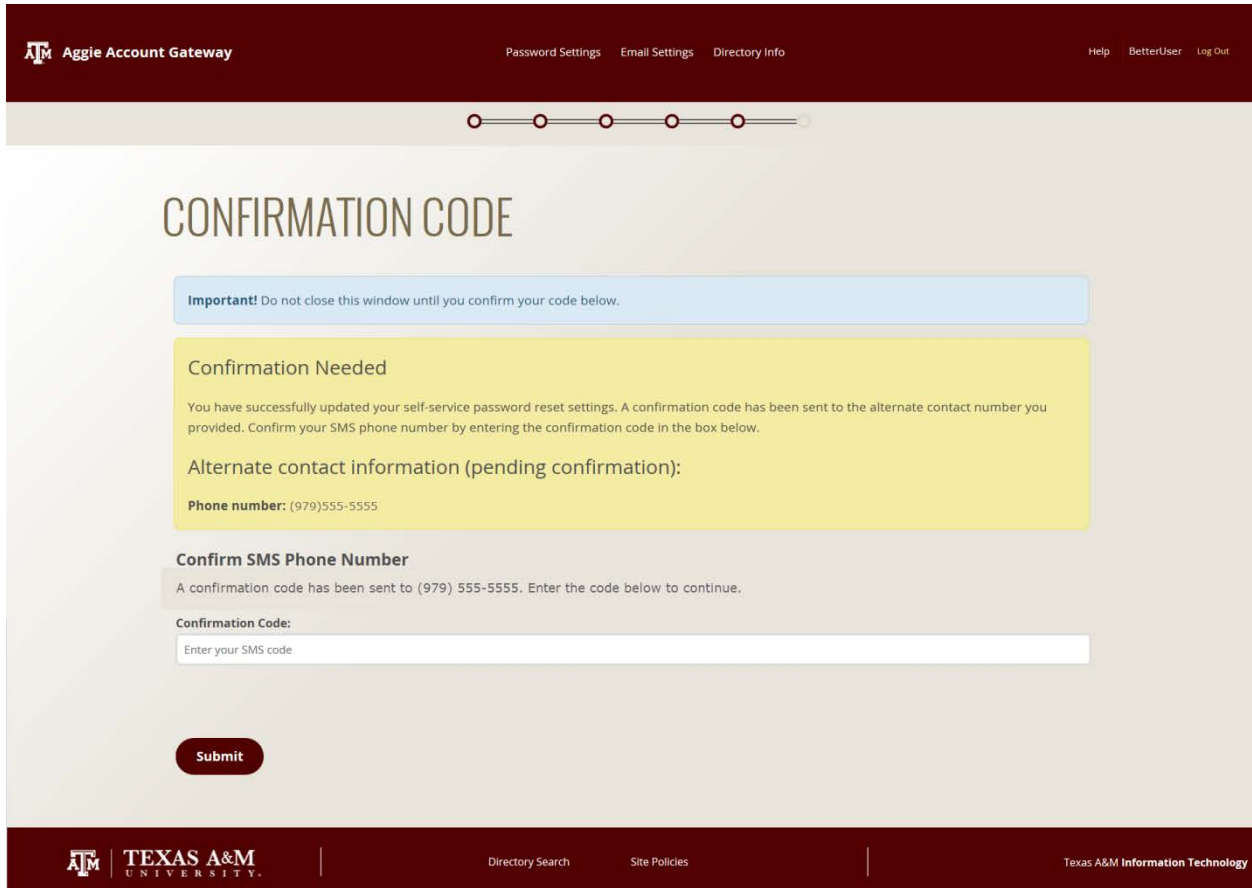
Confirm Alternate Email Address

Text-Enabled Phone Number
Mobile Phone Number (US only)
979-123-4567

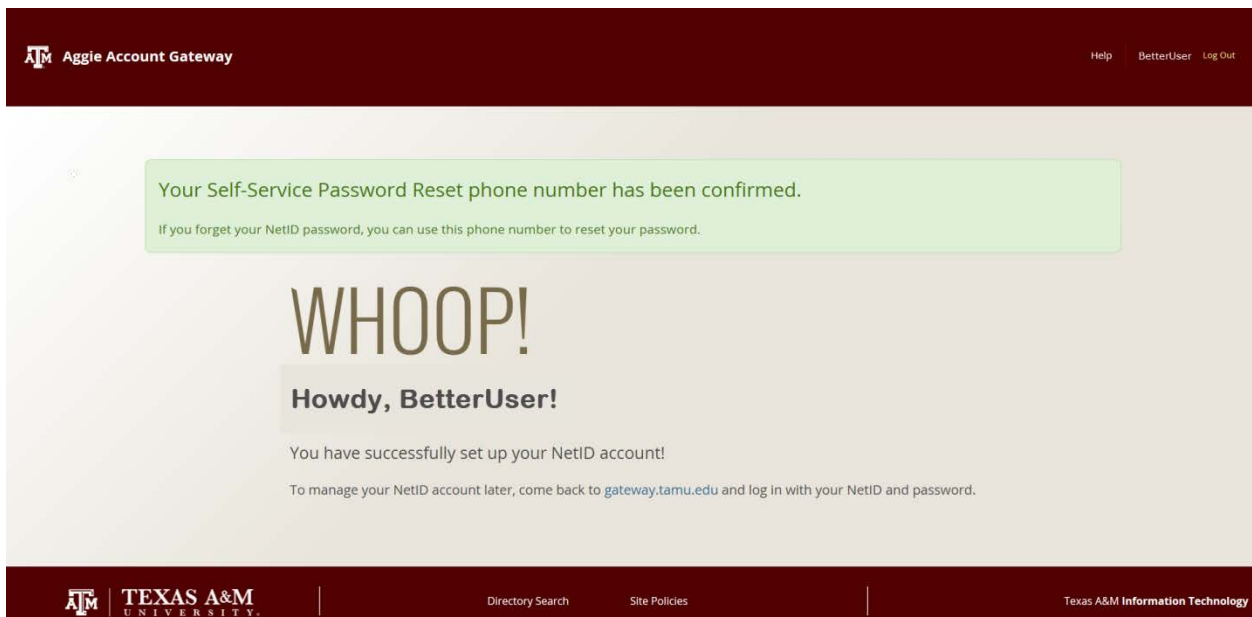
Save and Continue

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7. Confirm your self-service password reset settings.

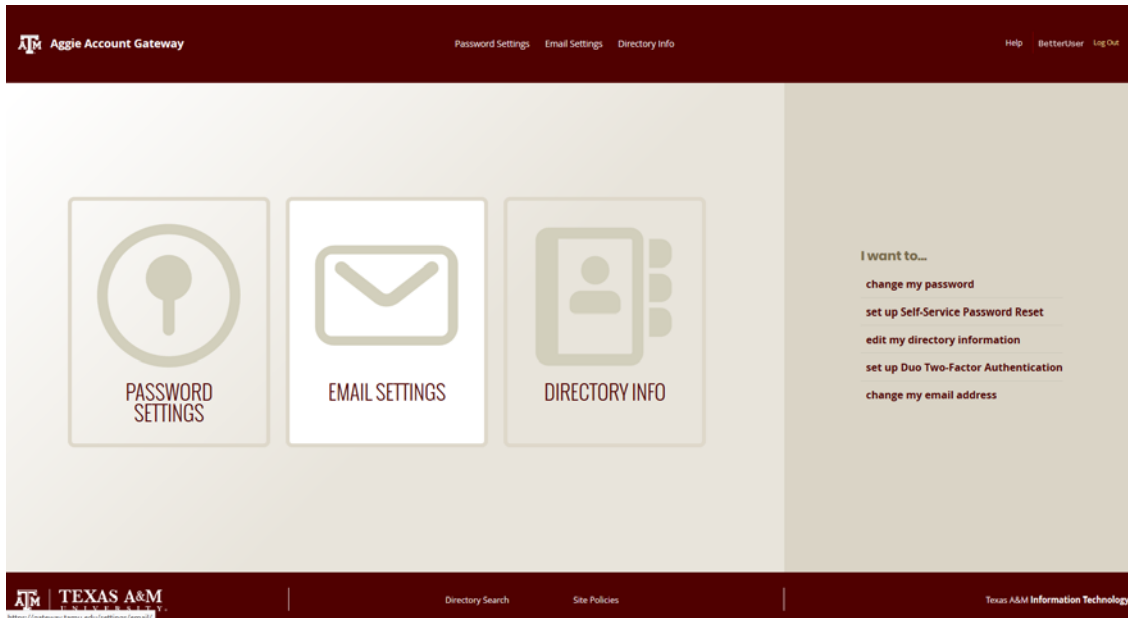


8. Success!

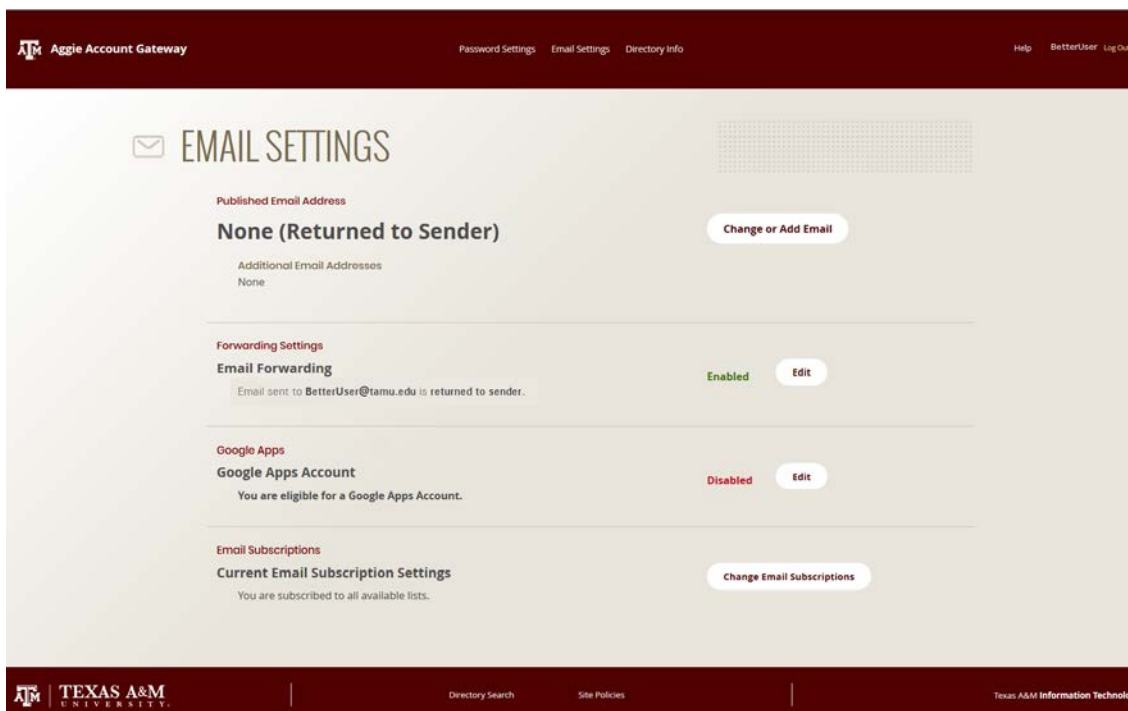


9. You may want to change some of the settings that are defaulted in when activating your NetID. An email address is automatically created based on your NetID.

Click on the 'Email Settings' button to change these settings:



The default settings are shown in the image below. Any of these may be changed to suit your needs.



Activating/Creating a Net ID for Buy A&M Laserfiche Access(cont'd)

The Email Subscriptions option subscribes users to College Station specific listservs. To turn this off, click on the 'Change Email Subscriptions' button to display the options:

ATM Aggie Account Gateway Password Settings Email Settings Directory Info Help BetterUser Log Out

← EMAIL SETTINGS

EMAIL SUBSCRIPTIONS

Current Email Subscriptions
You will continue to receive official university email and may receive general interest messages sent through email lists not maintained by Texas A&M Information Technology.

Subscribe to the following lists:
To unsubscribe from all lists (including future lists), turn off toggle.

- Texas A&M Today
- General Interest Email List

Save

Then click the toggle to turn off all subscriptions. Click 'Save' to save this change