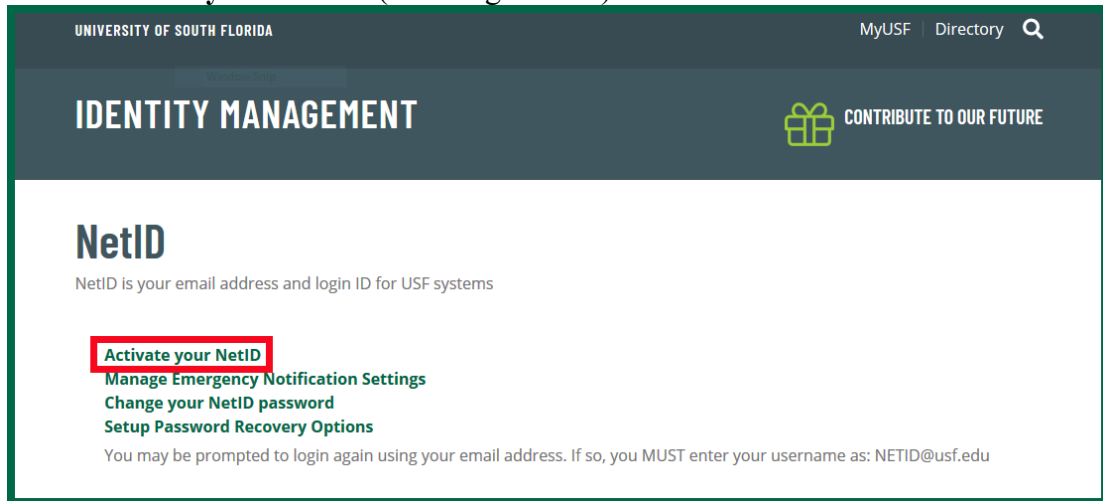


Activating your NetID

1. Click the URL <https://netid.usf.edu>
2. Click **Activate your NetID**. (see image below)



3. Click on Use Personal Email to allow you to enter your email and not your U#

4. Enter email address used in contact with USF for you to be reached:
5. Check box to affirm, I'm not a robot (CAPTCHA box).
6. Click submit.

7. You may be asked to enter additional information to create your account. If requested, enter first name, last name, and date of birth.
8. Click submit.
9. Check your email and input the code you are given.
10. Click submit. Read the "*USF Computer and Networking Access Agreement*". (see image below)

UNIVERSITY OF SOUTH FLORIDA MyUSF Directory

IDENTITY MANAGEMENT

CONTRIBUTE TO OUR FUTURE

Pick your NetID

This will be your email and login id for USF systems

- ☐ dabull
- ☐ dabullr
- ☐ rd1
- ☐ rdabull
- ☐ rocky25
- ☐ rockyd

USF Computer and Network Access Agreement

The computing and network facilities in the various colleges are a vital component of the academic environment. Each person using these computers must be considerate of other users. The purpose of these facilities is the support of teaching and research by its authorized users.

[Expand Acceptable Use Policy](#)

[Submit](#)

By clicking submit you agree to our Acceptable Use Policy outlined above

11. Select a NetID from the six options provided. (see image above)
12. Click **Submit**. (see image above)
13. Create a password for the selected NetID based on the provided password requirements. (see image below)

UNIVERSITY OF SOUTH FLORIDA MyUSF Directory

IDENTITY MANAGEMENT

CONTRIBUTE TO OUR FUTURE

Set your NetID password

Password

Confirm password

[Submit](#)

NETID PASSWORD REQUIREMENTS

- Minimum length 8
- Must contain:
 - Uppercase **A** through **Z**
 - Lowercase **a** through **z**
 - **0** through **9**
 - **!@#\$%^&*()-_+=|[]{};:/?.><**

14. Re-enter the password to confirm. (see image above)
15. Click **Submit**. (see image above)
16. A confirmation of your NetID, and U-number will be provided.-Please text your name, USF netid, and U# to 813-787-0083. It may take up to one hour for the activation to be completed.

Setting Up Password Recovery Options

1. Go to netid.usf.edu
2. Click on the **Setup Password Recovery Options** link
3. Sign in with your USF email (netid@usf.edu) and your password
4. Click **Set it up now** or **Change** next to the option you want to setup (pictured below)

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

- ❌ Authentication Phone is not configured. [Set it up now](#)
- ❌ Authentication Email is not configured. [Set it up now](#)
- ✅ 4 Security Questions are configured. [Change](#)

[looks good](#) [cancel](#)

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You must set up at least one of the available options.

5. Enter the information that the option asks for
6. Click the **Finish** button (pictured below)

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

- ✅ Authentication Phone is set to +1 813 [Change](#)
- ✅ Authentication Email is set to all@gmail.com [Change](#)
- ✅ 4 Security Questions are configured. [Change](#)

[finish](#) [cancel](#)

6

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Using Microsoft Teams

1. Download Microsoft Teams to your computer and/or phone from Google Play or Apple Store or usf.edu/teams.
2. Use your **netid@usf.edu** and your chosen password to logon to Teams - Go to usf.edu/teams for help
3. Choose Business Organization
4. Type in your name
5. For Company Name type "University of South Florida"
6. Click "Set up Teams"
7. It will say "Setting up Teams"
8. When It Says "Get Started with your work, school, or personal Microsoft account", Type your USF netid@usf.edu.
9. Click Sign In
10. Enter your password and Click Sign In
11. Where it says select a Teams Org, Select University of South Florida
12. Go through the information screens and click "Got It"
13. Click Not Now when it asks to invite others.
14. The first time you login, you will have to set it up that your cell phone will be called or texted in order for you to log in in the future so pay attention to the option you choose.
15. Allow Access to Microphone & Notifications
16. Go through features – swiping to the right.
17. If you click on the Teams icon in the Teams app or web browser and do not see that you are in the new **UB Academic Year Students GRP**, contact blaustein@usf.edu or 813-787-0083 with your netid and U#.

CANVAS

1. Type my.usf.edu to your web browser.
2. Login with your usf email that was assigned to you (it is the netid you picked + @usf.edu – netid@usf.edu)
3. Click on Learning and Teaching Tools
4. Click on Canvas
5. Accept any courses.

VIRTUAL Login Days (Possibly on certain Fridays_

18. You will Use the Master Class Schedule Summer 2022 Web Excel Spreadsheet Grid to click on the top link for attendance..
19. You need to click on that link between 8:30-8:45 am. Set your camera and microphone to off.
20. When Ms. Hair finishes the announcements and calls your name, you turn on your camera and show her your face and shirt.
21. You either stay in the portal or if having classes, you then proceed to your first period by clicking on the teacher that you have on the left side of the grid and it will bring you to the teacher's class. Repeat for periods 2 through 5.