



Indiana University, Advance College Project

# #A0 - Assignment Zero

## IU IT Setup

# What is #A0?

#A0 provides you with step-by-step instructions to guide you through IU IT Setup.

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**Note:** You will not be able to register for your ACP course(s) until you have completed the IU IT Setup outlined here.

**#A0 is required for ALL students in this course, regardless of whether or not you are registering for dual credit.**





## The IU IT Setup Process accomplishes the following:

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- You will be assigned a unique username (Note: this is different from your UID#).
- You will create an IU email address (example: username@indiana.edu).
- DUO setup provides a dual-login so that your account and data are protected and secure.

## Already have IU IT setup?

If you have **previously taken an IU course**, you may already have an IU IT account.

1. If so, take this time to login to **one.iu.edu**, **canvas.iu.edu**, and **Gmail at IU** to confirm you know your username, IU email address, and passphrase.
2. Once complete, email your instructor **from your Gmail at IU account** with your first name, last name, and IU username.

Your username is the section of your IU email address before the @ symbol (for example, **username@indiana.edu**).

If you do not know your **IU username**, contact ACP at [acp@indiana.edu](mailto:acp@indiana.edu) or 800-255-7943 M-F 9am-4pm EST

or UITS at 812-855-6789

UITS Live Chat: visit [ithelplive.iu.edu](https://ithelplive.iu.edu)

Phone: call (812) 855-6789

If you do not remember your **passphrase**, reset it here: <https://access.iu.edu/Passphrase>

- **Troubleshoot:** Before using your new passphrase, it is recommended that you clear your cache/cookies, *or* log off/on, *or* switch browsers, *or* change your device.
- **DO NOT RESET MULTIPLE TIMES.**

# IU IT Setup

Begin by opening the email from **acp@indiana.edu** containing your University ID# (UID).

Note: If you are unable to find your UID#, use UID lookup here:

**<https://acp.iu.edu/uid>**





**Navigate to this address:**

**<https://access.iu.edu/starterkit>**



# Creating Your Account



- ❑ Follow the steps for account creation and DUO setup.
- ❑ You will receive a “**Process Complete**” message once you are finished with IU IT Setup.\*

\*This does not mean that you are registered for the class. You will still need to complete registration at a later date through Canvas if you are a) eligible and b) want to take this course for college credit.

# IMPORTANT!



**MAKE NOTE of your UID,  
IU Username, IU email  
address, & passphrase.**

**These are REQUIRED for  
IU Course Registration through Canvas,  
access to your bursar account, & your Gmail  
at IU account (at which you will receive  
important account information).**

**Turn in your IU  
Username to your  
instructor now.**

A group of four diverse students are shown in a black and white photograph, smiling and looking towards each other. The students are of various ethnicities and are dressed in casual attire. The background is slightly blurred, suggesting an outdoor or campus setting.

Important information regarding tuition, fees, and grades can be found here:

<https://studenthandbook.acp.iu.edu/>