# Setting up your Student Purdue Career Account

Newly admitted students in Purdue graduate degree programs at IUPUI will receive an **IU** student ID number during the admission process. Purdue ID number and career account credentials will not be provided until the second half of the first semester of graduate enrollment. The delay is due to IUPUI and Purdue having different, disconnected student information systems. The first time Purdue credentials are needed is to generate your Purdue Plan of Study for master's and PhD programs – rarely required before the 2nd semester of study (Graduate Certificates do not utilize an electronic Plan of Study).

Purdue undergraduate students at IUPUI have a Purdue ID associated with their Purdue Banner account during the undergraduate career, but Purdue Career Account activation is not possible until the graduate admission and enrollment are updated in the Purdue Banner system. Students *new* to the Purdue system will receive an email from pugrad@iupui.edu in the second half of the first semester with instructions to find the Purdue credentials in IUPUI One.IU and may include a temporary password for Career Account setup. **Graduate students whose Purdue account predates their graduate admission will not be provided a temporary password.**

To Locate your Purdue ID number and Career Account ID (username), sign in to One.IU.edu using 2-factor authentication with Duo.
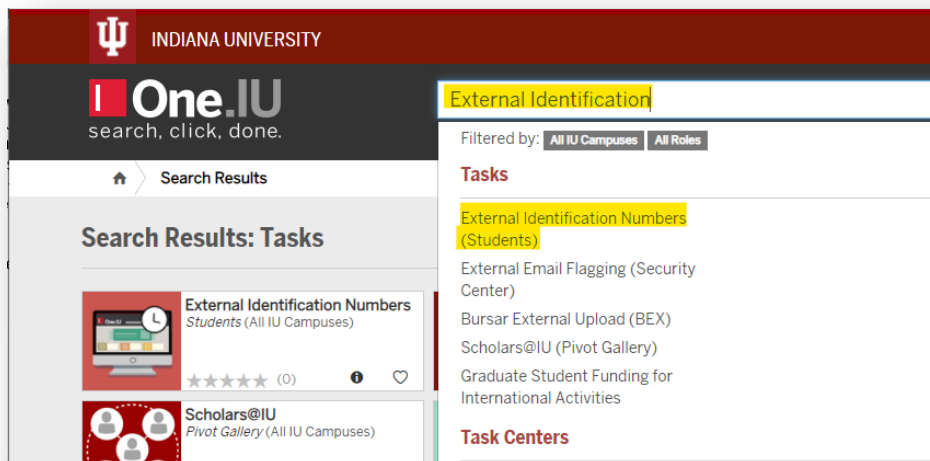
Search for "External Identification Numbers (Students)" and click that task. Click Start.
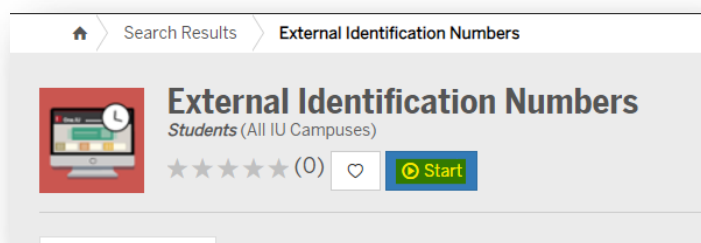
When you are logged in to One.IU, you will go directly to the screen containing your external ID numbers which should include your PU ID number and Career Account ID (username).

You will see the following screen and should make a note of the two Purdue ID types:

If you did not receive an email with a Temporary Password by the end of your first semester of graduate study (or received an email with "no password provided," please call iTaP at Purdue (765-494-4000) for manual setup help. Make sure you have your PUID number and Career Account ID (username) using the steps above. You may also be asked your date of birth and your mailing address. If you have been in the Purdue system for a number of years – the address could have been an older address than your current one.

To Activate Your Account if you were provided a Temporary Password in an email from pugrad@iupui.edu:

Once you have collected your PUID and account setup password (PIN), **proceed** to the Purdue Career Account activation site at www.purdue.edu/accountsetup. This tool will provide you with your Purdue Career Account username and allow you to set up a password of your choice. Your Purdue Career Account will be used to access most online tools while at Purdue like your @purdue email services, the myPurdue web pages, ITaP computer labs, and more.

Enter your PUID number, date of birth, and account set up password in the appropriate blanks. Be sure to follow the formatting guidelines provided – especially adding the dash in the middle of the ID number. **Click** 'Continue' to proceed to the next step.

Information Technology at Purdue

PURDUE
UNIVERSITY
Identity and Access Management

About IAMO   How Do I . . .   Services   Tools   SecurePurdue

ITaP Main > IAMO Home > User Account Information > Account Setup

Welcome to Purdue University!

To activate your new Purdue Career Account, please enter the following information:

Enter your 10 digit student PUID number: (xxxxx-xxxxx)

Please enter your date of birth: (mm/dd/yyyy)
(November 21, 1980 is 11/21/1980)

Please enter your career account setup password: (case sensitive)

Please retype your career account setup password: (case sensitive)

Continue

For more information please see this help article.

Purdue University, West Lafayette, IN 47907, (765) 494-4600   Feedback | Contact Purdue | Style Standards
© 2010 Purdue University | An equal access/equal opportunity university | Copyright Complaints   Maintained by: IAMO Team
If you have trouble accessing this page because of a disability, please contact the CSC at itap@purdue.edu or (765) 494-4000.

The next page provides you with your Purdue Career Account username, and prompts you to setup a password for this account. **Enter** your desired password in the first blank, then **retype** your password in the second blank for confirmation. Please be sure to memorize your Purdue Career Account username and password since you will be using it to access Purdue services. Taking a photo prior to clicking Continue will help you have a record. **Click** 'Continue' to proceed to the next step. The page will display an error if your password does not meet some of the listed requirements.

Information Technology at Purdue

PURDUE
UNIVERSITY

Identity and Access Management

About IAMO   How Do I. . .   Services   Tools   SecurePurdue

ITaP Main > IAMO Home > User Account Information > Account Setup

Hello Joe Public

Your Purdue Career Account login is: jpublic

You will use your login to access electronic systems throughout campus. If you are not   Joe Public   , please email accounts@purdue.edu, supplying only your puid and your actual name, we'll try to help you from there.

Please set a new password for your Purdue Career Account:

New passwords:

- Must contain at least 1 letter.
- Must contain at least 1 number or punctuation mark.
- Must be between 8 and 16 characters long.
- Must contain more than 4 unique characters.
- May not contain easily guessed words, e.g. purdue, itap, boiler.
- May not contain your name or parts of your name.
- Must be a different password than the previous password.
- Passwords may not be re-used for 1 year.

Please see password guidelines for recommendations on selecting a strong password.

Please enter a new password: [   ]

Please retype your new password: [   ]

[Continue]

Purdue University, West Lafayette, IN 47907, (765) 494-4600
© 2010 Purdue University | An equal access/equal opportunity university | Copyright Complaints
If you have trouble accessing this page because of a disability, please contact the CSC at itap@purdue.edu or (765) 494-4000.

Feedback | Contact Purdue | Style Standards
Maintained by: IAMO Team

4. Next you will **choose** your Purdue email service setting. Please see What choices of email services do I have through the new account setup process? for more information about each option. **Click** 'Continue' to proceed to the next page.

Caution: *Email that is forwarded to an external email address will be subject to your personal email spam filter. To ensure that all official Purdue email communications are received, use Purdue's Office 365 email service.*

5. Next, you will setup password challenge questions to be used in the event that you forget your password. Please **select** the check boxes and **provide** answers to at least 3 of the questions. **Click** 'Save Changes' to proceed to the next page.

NOTE: The answers you provide are case sensitive.

Joe Public , please set up your Password Challenge Questions for your Purdue Career Account:

The answers provided below will be used if you ever forget your password and need to reset it. Fill out answers to at least 3 of the following questions. For each question answered, you must provide the exact answer to that question if you forget your password. For example, if you answer 5 questions here, you will be asked all 5 questions if you forget your password.

Employees with system administrative authority and responsibility should always call or visit the Customer Service Center for password help.

If I ever forget my password,
- ● I will answer at least 3 of the following questions. You must answer ALL your questions exactly before your password will be reset. Leave a check mark by a question if you would like to continue using the answers you provided previously.
   OR
- ○ I will call or visit the Customer Service Center.

☑ 1) In what city were you born? [_____]

☑ 2) What is the name of the high school that you attended? [_____]

  3) What is the name of the street that you grew up on? [_____]

  4) What is [_____] 's favorite food? [_____]
     (e.g. What is Bob's favorite food? pizza. Please fill in both blanks.)

  5) What is [_____] 's favorite color? [_____]
     (e.g. What is Bob's favorite color? red. Please fill in both blanks.)

  6) What is [_____] 's favorite city? [_____]
     (e.g. What is Bob's favorite city? Vail. Please fill in both blanks.)

  7) What is the name of your favorite pet? [_____]

  8) What is the name of your favorite city? [_____]

☑ 9) What is the name of your first pet? [_____]

[Save Changes] [Cancel]

Please note that Purdue will *never* use your answers to these questions in any other way than to reset your password. The question answers are stored encrypted, and are protected with the highest of standards.

6. **Choose** to opt-in or opt-out of receiving text messages regarding public safety emergencies in the campus area. **Click** 'Save' to proceed to the next page.

PURDUE
UNIVERSITY

Information Technology at Purdue

Identity and Access Management

About IAMO   How Do I . . .   Services   Tools   SecurePurdue

ITaP Main > IAMO Home > User Account Information > Account Setup

Purdue University has established an Emergency Warning Notification System to quickly communicate emergency messages. As part of a multi-layered approach for communicating information in the event of a public safety emergency, Purdue has added an opt-in text message system. Staff and students may optionally provide a cell phone number that may be used for emergency notification. List your cell phone number that you would likely carry with you while on campus.

Please enter your cell phone number: [   ]   (###-###-####)

○ *Activate emergency texts now* **(your current setting)** **(recommended)**
Immediately turn ON emergency text notifications to your cell phone number.

○ *Activate emergency texts later starting on* [   ] (mm/dd/yyyy)
Do not send emergency text notifications until a later date that you specify. This can be used to suspend emergency text notifications during a period of time that you will not be on campus.

○ *Do not send emergency text notifications*
Immediately turn OFF emergency text notifications to your cell phone number.

[Save] [Cancel]

Because the career account houses the most up to date information about the status of a student, staff or faculty person, that is the mechanism Purdue will use to enter the data and store it. Only cell phone numbers of faculty, staff and students currently at the University will be stored for use.

Text messages to your cell phone will ONLY be sent in the event of a public safety emergency or a well publicized test of the emergency notification's systems. This information will be used for NO OTHER PURPOSE. Depending on your cell phone plan, there may be a charge to you for receiving these text messages. Please consider providing this information so we have options for contacting you in the unlikely event of such an emergency.

More information about this service can be found at the Purdue Emergency Text Messaging: Frequently Asked Questions page.

Purdue University, West Lafayette, IN 47907, (765) 494-4600   Feedback | Contact Purdue | Style Standards
© 2010 – 2013 Purdue University | An equal access/equal opportunity university | Copyright Complaints   Maintained by: IAMO Team
If you have trouble accessing this page because of a disability, please contact the CSC at itap@purdue.edu or (765) 494-4000.

7. **Choose** whether you would like account change notifications to be sent to an additional email address. Major account change notifications are automatically sent to your Purdue email address. **Click** "Save' to proceed to the next page.

Notification Destinations

Notifications of changes to your Purdue career account will be automatically sent to your Purdue email address (jpublic @purdue.edu). For added security, you have the option to specify an additional email address to be notified below.

☑ Also notify me at this email address: [   ] (an address other than jpublic@purdue.edu)

Please Note: The email address you provide here is ONLY used for the notification purposes that you chose and will not be published or used for anything else.

Available Notifications

Please choose from the following available notifications:

☑ Major account changes (we will always send notification of password, email, challenge question, BoilerKey and notification changes)

[Save] [Cancel]

The contact information provided here is ONLY used for the notification purposes that you choose and NOTHING else.

Purdue University, West Lafayette, IN 47907, (765) 494-4600
© 2010 – 2013 Purdue University | An equal access/equal opportunity university | Copyright Complaints
If you have trouble accessing this page because of a disability, please contact the CSC at itap@purdue.edu or (765) 494-4000.

Feedback | Contact Purdue | Style Standards
Maintained by: IAMO Team

8. You have now completed the account setup process. Your career account username is provided again for your records.

You have successfully completed setup for your Purdue Career Account.

Your Purdue Career Account login is: jpublic

Welcome to Purdue!

You can view and change your account settings here.

Purdue University, West Lafayette, IN 47907, (765) 494-4600
© 2010 Purdue University | An equal access/equal opportunity university | Copyright Complaints
If you have trouble accessing this page because of a disability, please contact the CSC at itap@purdue.edu or (765) 494-4000.

Feedback | Contact Purdue | Style Standards
Maintained by: IAMO Team

Troubleshooting

If you are having issues accessing the Purdue Career Account activation site, remember that the career account setup password is case sensitive and should be entered into the field exactly as it is listed in your password notification email. Also be cautious of characters and numbers that may resemble each other (examples include 'O's' and zero's, 'B's' and eights, 'I's' and ones and 'G's' and 'Q's').

To Reset Your Career Account Password:

Entered on 06/18/2020 at 3:38:53 PM EDT (GMT-0400)

NOTE: *If you use a mobile device or smartphone to access Purdue services such as email, PAL, or VPN, please read What steps should I take with my mobile device when resetting my password? before changing your password. This will help ensure that your mobile device doesn't cause you to become locked out while your password change is propagating through the system.*

IUPUI Students and employees **NOT** on a OnePurdue or BoilerAD domain computer:
1. **Go to** the ITaP Support page.
2. **Click** the 'Change your password' link.
3. If you know your password, **click** 'Log in'. **Enter** your old password, then your new password twice, and **click** 'Change Password'.
4. If you have forgotten your password and set up your challenge questions, from the 'Log in' screen, **click** on the 'Forgot your password?' link.
5. **Enter** your PUID number and **click** 'Continue'.
6. **Enter** your date of birth in the correct format (mm/dd/yyyy) and **click** 'Continue'.
7. **Answer** the challenge questions you selected and **click '**Continue'.
8. **Enter** a new password twice and **click** on 'Reset Password'.

   NOTE: *If you have not set up your challenge questions and need your password reset, call the ITaP Customer Service Center at (765) 494-4000 to request a password reset. Be sure you have the following information: your 10 digit PUID number, your name as it appears on official Purdue mailings, your Purdue career account login. You will be asked additional questions for verification purposes.*

Troubleshooting

- If your Purdue career account password expired and does not allow you to access the OnePurdue or myPurdue applications, you are still able to login to the password reset site. You may use the instructions above to change your Purdue career account password to regain access to the OnePurdue and myPurdue applications.

Tip: *How often do I have to change my Purdue Career Account password?*

- The easiest way to reset your forgotten Purdue career account password is to set up your challenge questions. You can then reset your password yourself anytime, anywhere. Your challenge questions must be set up prior to needing your password reset. Once your password is changed, **go to** https://www.itap.purdue.edu/help/index.html and complete your challenge questions.
1. **Go to** 'Popular Destinations,' and **click** the 'Change Your Password' link in the left-hand sidebar of the page.
2. **Enter** your Purdue career account username and password when prompted.
3. **Click** on the 'Password Challenge Questions' link located in the 'Account Tools' box.
4. **Complete** the questions you would like to be asked when you use this service to reset your password. You must complete at least 3 questions and the answers are case-sensitive.
5. **Click** on 'Save Changes'.

NOTE: *You only need to complete three questions. If you complete more, you will need to answer all of them to log into your account if you forget your password. Also, the answers are case-sensitive. You must type the answers in exactly as you did when you filled out the challenge questions.*

- Please contact ITaP Customer Service at (765) 494-4000 if you continue to have issues. Passwords cannot be reset via email.

Close Window

purdue.edu/apps/account/Account

AdCtr   PUGSDB   RTS   G   Time   Slack   Purdue   PU Thesis   Registrar   AdrBk

PURDUE
UNIVERSITY   **Identity and Access Management**

Information Technology at Purdue

Welcome,
Logout

About IAMO   How Do I . . .   Services   Tools   SecurePurdue

ITaP Main > IAMO Home > User Account Information

Account Information

Your login id:

Your Account Space:
Click here to check your account space.

Your home directory location:
From Unix: /home/campus/
From Windows: \\myhome.itap.purdue.edu/myhome

Password Information:
Last Change:

Your @purdue.edu E-mail

Your @purdue email: @purdue.edu

Your email service is set to:

Forwarding @purdue.edu email to @iu.edu

- Purdue Directory
- Purdue Office 365 Service

Accounts List

You may access these systems:

- BoilerAD Domain Authentication
- I2A2 Services
- ITaP Home Directory
- ITaP Printing Quota/History
- Office 365
- OnePurdue Domain Authentication
- Purdue Email/Directory Access
- Purdue VPN Access
- mace.itap.purdue.edu restricted shell access

Your Account Tools

Tool	Description
Accounts List	Lists the computer systems to which you have access.
BoilerKey	Manage your BoilerKeys and BoilerKey services
Change Mailbox	Allows you to change your Purdue mailbox to store, forward, or reject.
Change Password	Allows you to change your Purdue Career Account password.
Emergency Contact Information	Update your emergency contact information.
Notification Choices	Update your account change notification choices.
Office 365 Status	Activate or coordinate your Office 365 account, and check its status.
Password Challenge Questions	Allows you to change your Purdue Career Account password challenge questions.
Reset Password	Reset your password (without knowing your current one) following BoilerKey Authentication
Update Cellphone Information	Update your cellphone information.

Your Windows Profiles (ITaP Labs)

Reset your Software Remote Profile

Note: Do NOT reset SoftwareRemote profile while logged into SoftwareRemote. Log out of all SoftwareRemote sessions at least three hours before resetting your SoftwareRemote profile.

Version 10-7-2021