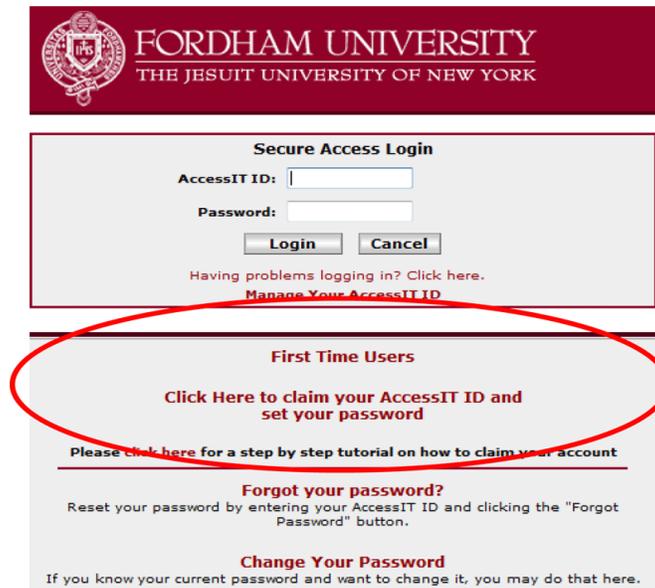


Claiming Your Fordham AccessIT ID / my.fordham.edu

1. To claim your Fordham AccessIT ID start by visiting <http://my.fordham.edu>. Once there select "First Time Users" just below the Secure Access.



FORDHAM UNIVERSITY
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Secure Access Login

AccessIT ID:

Password:

Having problems logging in? [Click here.](#)

[Manage Your AccessIT ID](#)

First Time Users

Click Here to claim your AccessIT ID and set your password

[Please click here for a step by step tutorial on how to claim your account](#)

Forgot your password?
Reset your password by entering your AccessIT ID and clicking the "Forgot Password" button.

Change Your Password
If you know your current password and want to change it, you may do that here.

2. Accept the Terms and Conditions of the site by clicking on the box.



I certify that I have read the policy on computer privileges and responsibilities and I agree to abide by this policy.

3. Click Continue and select the "Don't have a one-time password?" link



Account Claim Process

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THE JESUIT UNIVERSITY OF NEW YORK

Account Claim Process

AccessIT ID:

One-time password:

[Don't have a one-time password?](#)

4. Proceed to enter the requested information:

- Your first name
- Your last name
- The last five digits of your Social Security Number (SSN)*
- Date of birth in this format: mm/dd/yyyy
- Postal Code**

Account Claim Process

Please enter the following information to verify your account.

Enter your legal First and Last Name, as found on your paycheck, diploma, or other official documents, as well as the last five digits of your Social Security Number, Date of Birth, and Zip Code in order to locate your record.

*First Name

Please enter your legal first name.
Do not use any nicknames, middle names, or initials.
Also, do not include any suffixes, prefixes, or titles when entering your first name.

*Last Name

Please enter the last name that Fordham University has on file.
If you have changed your name but have not updated your record with Fordham, you may need to use your previous name.
Please include any surname suffix if you provided one on your initial application.

*Last 5 of SSN

Please enter the last 5 digits of your social security number.
If you believe that you do not have a social security number on file, please enter the last 5 digits of your FIDN and follow subsequent instructions for assistance.

*Date of Birth

Please enter your birth date in the format mm/dd/yyyy. For example, if your birth date is May 28, 1973, you would enter 05/28/1973

(MM/DD/YYYY)

*Postal Code

Please enter up to the first 5 characters of your postal code.
For US addresses, this is your zip code.
For addresses outside the United States, please enter up to the first 5 characters of your postal code.

* Indicates a required field

Submit

***Note, please enter the last five digits of your SSN if you have one. If you do not have an SSN, you will enter the last five digits of your Fordham Identification Number (FIDN.) Your FIDN was mailed to you by the University. You will need you FIDN throughout your time at Fordham Law even if you use your SSN in claiming your AccessIT ID. Please keep your FIDN in a safe place where you can access it.**

****Please enter the first five digits of your postal code if you applied with a US postal address. If you have an alphanumeric postal code, or did not have a US postal code when you applied for admission, please use: 77777.**

- Set up a new password that meets the following criteria:
 - Contains at least one upper case letter.
 - Contains at least one lower case letter.
 - Contains at least one number.
 - It is more than eight characters long.
 - Also required that the new password and the confirm password match perfectly.

Password

New Password

Confirm Password

Password Strength Requirements: A-Z a-z 0-9 8+ =

- Proceed answer at least 3 security questions. Please be mindful of the casing used when typing this answers since they are case sensitive.
- Also you will be required to enter a non-Fordham email address for IT to use in case you forget your credentials in the future. Please make sure the information you enter is accurate.

Non-Fordham e-mail

Non-Fordham e-mail

This e-mail will be used by 'IT Customer Care' in the event that you forget your Security Answers and need to reset your Password.

- Once you have claimed your AccessIT ID, you can log into the system.
- On the my.fordham.edu log in page, there is a tutorial that walks you through the entire ID claiming process.

