Claiming Your Fordham AccessIT ID / my.fordham.edu


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

3. Click Continue and select the “Don’t have a one-time password?” link
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**

*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 your 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.**

5. 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.

Set up a new password that meets the following criteria:

<table>
<thead>
<tr>
<th>New Password</th>
<th>Password Strength Requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the password here</td>
<td>[A-Z] [a-z] [0-9] [-]</td>
</tr>
<tr>
<td>Confirm Password</td>
<td></td>
</tr>
</tbody>
</table>

6. Proceed answer at least 3 security questions. Please be mindful of the casing used when typing this answers since they are case sensitive.

7. 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.

8. Once you have claimed your AccessIT ID, you can log into the system.

9. On the my.fordham.edu log in page, there is a tutorial that walks you through the entire ID claiming process.