

Claim Network Username & Password – NtNET Login

~ used for off-campus access to databases, SFX & e-books/e-journals + interlibrary loan & campus computer login ~

1. Go to **Dick Smith Library's home page** <www.tarleton.edu/library>.
2. Click the "**Usernames & Passwords**" link.
3. Click "**Claim/Establish** your Tarleton NTNET (Network) username."

4. This screen will appear.
5. Type your **University ID**.

If you do not know your University ID, you can look it up by clicking the "University ID" link or by going to <https://www.tarleton.edu/scripts/changepw/UIDLookup.asp>

6. Type your **date of birth** (mm/dd/yyyy).
7. Click **Submit**.

8. Look carefully at the screen that appears.
Your username and a temporary password will appear in green.

Note: Your username is in all capital letters, but you can use upper or lower case letters to log in.

9. Your **temporary password** only lasts two days.

Click the word "**here**" in the message below your temporary password to access the change password interface.

You can also start from the library's homepage:

- Click the "Usernames & Passwords" link.
- Click "Use TSync to Change/Reset your password."
- Proceed with steps 11-15.

10. Next, you'll create your T-Synch self-service account.
11. Login with your assigned st_username & the default password from the claim screen.
12. Create your 4 security questions. Submit.
13. Choose the "Change password" link.
14. Change your password to something you'll remember. **Passwords are case sensitive.** Be aware when you're using capital letters.

15. If your password has been successfully changed, this screen will appear.

If you get an error message, follow the screen prompts.

If you continue getting error messages, contact the ITS Help Desk (254-968-9885) <http://www.tarleton.edu/helpdesk>.

Note: Your NTNET account might be disabled if you do not use it.

Therefore, periodically check your myGateway account (<https://gateway01.tarleton.edu/cp/home/displaylogin>) and/or log on to network (campus) computers.