

Claim Network Username & Password

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** lasts two days.

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

10. You'll be asked to create your T-Synch self-service account.
11. Login.
12. Set up your security questions.
13. Choose the change password option.
14. Change your password to something you'll remember. Your password is case sensitive; be aware when you're using capital letters.

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

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

If you continue having trouble, 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.** You should regularly
- check your *myGateway* account (<https://gateway01.tarleton.edu/cp/home/displaylogin>)
 - and/or log on to network computers regularly.