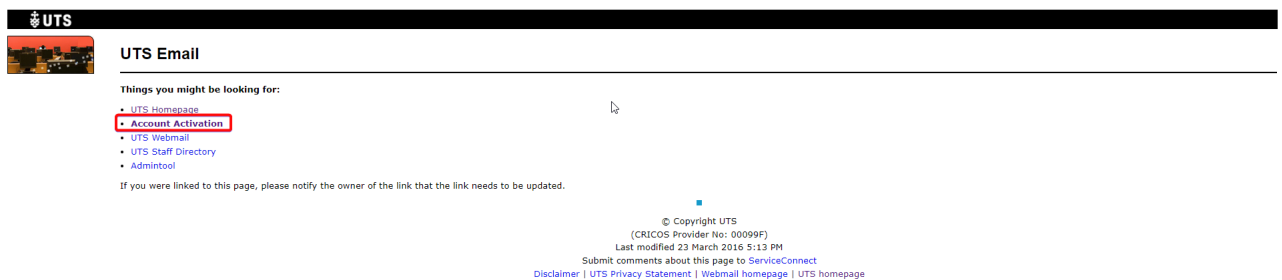


# How to activate the UTS Email account?

Follow the below steps. Please note, you can only activate your UTS email once.

1. Navigate to <https://email.itd.uts.edu.au> and then click the **Account Activation** link on the given options.



2. Enter the following and click **Continue**.

- **UTS student/staff number**
- **Given name (first name)**
- **Family name (last name)**
- **Date of birth (dd/mm/yy)**

Please keep in mind to input Date of Birthday format as dd/mm/yy, for example, born on 31 October 2005 → 31/10/05.

**UTS**

**UTS: MyAccount**

UTS STAFF should no longer use this page. An e-mail was sent to your personal e-mail from UTS Identity Team to **Set your Account Password**. Once you do this, your account is ready.

**UTS STUDENTS, UTS-COLLEGE STAFF and UTS-COLLEGE STUDENTS**

Please identify yourself to the system. The names entered must match your official UTS enrolment.

**Please note:** You can only activate your account **once**.

Your UTS Student Number:

Your Given Name:  **Fill in the boxes with the correct information**

Your Family Name:

Your Date of Birth (dd/mm/yy):

**Please note:** You will now be directed to set your Security Questions.

Please select your security questions wisely and make sure they are easily remembered. If you forget the answers to your questions you may be required to provide photo identification at one of the IT Support Centres in order to have your password reset.

Please contact the [IT Support Centre](#) if you are having difficulties activating your UTS Access Account.

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3. Read and understand all the UTS IT Facilities policies and select each checkbox to confirm this.

**UTS**

**UTS: MyAccount**

The use of any of UTS IT facilities is governed by several policies. You are required to read and agree to these policies shown below before you can activate your account. Indicate your agreement by marking the box beside each policy or statement.

- I have read and agree to abide by the UTS Email Policy. [\[Show in new window\]](#)
- I understand I will be held responsible for all actions performed from my account. [\[Show in new window\]](#)
- I have read and agree to abide by the UTS IT Security Policy. [\[Show in new window\]](#)
- I will not breach Australian Copyright law using UTS Facilities or in the course of my studies at UTS (e.g. illegal music downloads, plagiarism etc).
- I have read and agree to abide by the UTS Acceptable Use of Information Technology Facilities. [\[Show in new window\]](#)
- I agree to be bound by all UTS policies, procedures, instruments and directives which UTS may adopt or vary from time to time including the UTS Code of Conduct. [\[Show in new window\]](#)
- I will not disclose my password to anyone and will log out of my account when finished.

Please contact the [IT Support Centre](#) if you are having difficulties activating your UTS Access Account.

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4. Select 3 secret questions and enter the answers as you prefer. Then click Set Security Questions to confirm your selection.

**UTS**

**UTS: MyAccount**

**Security Question:**

If you forget your UTS Access Account password, we will ask you to answer one of your Security Questions.

Only you should know the answers to your security questions. Anyone who is able to answer one of your security questions correctly may be able to use your UTS Access Account, which includes email and enrolment functions.

Please select your security questions wisely and make sure they are easily remembered. If you forget the answers to your security questions you may be required to provide photo identification at one of the IT Support Centres in order to have your password reset.

For each of the three questions below, Please pick a question from the list and provide an answer:

**Question 1**  
What is your favourite sport?  
Type the answer to your security question here:

**Question 2**  
What do you like to do to relax?  
Type the answer to your security question here:

**Question 3**  
What is your favourite food?  
Type the answer to your security question here:

**Choose a Question:**

- What is your favourite sport?
- What is your favourite holiday spot?
- What was the make of the first car you owned?
- What do you like to do to relax?
- What was your first phone number?
- What was your first teacher's name?
- What is your father's middle name?
- What is the name of your favourite celebrity?
- What is your favourite food?
- What is the name of your favourite city?
- What is your favourite animal?
- What is your mother's maiden name?
- What City were you born in?
- What is your shoe size?
- Where does your nearest sibling live?
- What's your drink of choice?
- What is the last name of the author of the best book you ever read?
- What is your favourite musical performer?
- What is your brother's/sister's middle name?

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5. Enter your password in both the text boxes provided and click **Set Password** to complete the activation process.

6. System will let you know when the account has been activated by showing the "green" Activation Status, as shown below.

7. After confirming that account has been created, press "Go To MyAccount" button to check your Name, ID, Account Type, Email Address, and Account Status.