NetID Creation Step-by-Step Instructions

Create a NetID

Step-by-Step Setup

Go to http://netid.arizona.edu

Click on Create UA NetID
Step 1: Identify Yourself

Enter your EMPLID in the **Your EMPLID** box. (If you are a student, your EMPLID (Student ID) should have been mailed to you with your acceptance letter. If you are an employee or DCC, your EMPLID should have been emailed to you.)

Use the drop downs to enter your birth date on the **Your Date of Birth** field.

Enter your PIN number in the **Please enter your PIN** box. Your pin should have been emailed to you with your EMPLID.

Click **Next**
Step 2: Choose NetID

Select your preferred **NetID** from the suggestions on the left or manually enter your preferred NetID on the right.

**Note:** Your NetID will also be used to create your email address. (e.g. your NetID is wilburwildcat, your email address will be wilburwildcat@email.arizona.edu.)

Click **Next**
**Warning:** Verify that you are comfortable with your NetID choice! Once your NetID is created, you **CANNOT** change it later.

**Note:** This screenshot was taken from Google Chrome, other browsers may display this message differently.

Click **OK**
Step 3: Choose Password

Enter a password in the **Password** box.

Confirm the password in the **Confirm Password** box.

If you are having difficulty creating a password, a **Generate Password** feature has been provided for your convenience. You may click on the button and a password will be generated for you.

Click **Next**
Step 4: Select Hint

Select a Question from the choices available.

Answer the question you selected in the Your Answer box.

Note: Your answer is CASE SENSITIVE.

This setting can be changed by visiting https://netid.arizona.edu/net_id_secret_hint/SecretHint

Click Next
Step 5: Passcode Settings

For your security, we highly recommend you register a mobile device. If you register a device, you will be sent a 6 digit code via text every time you change your password.

If you don’t wish to register a device, click on Proceed without enabling the NetID Passcode service.

This setting can be changed by visiting https://netid.arizona.edu/net_id_passcode/PasscodeSettings

Click Next
Step 6: WebAuth Settings

Single Sign On via WebAuth allows you to sign in once while your web browser remains open. For example, single sign on allows you to log into UAccess and then open a new tab to access another U of A system such as D2L without having to log in again. If you are not sure what setting to select, click on Next and stay with the default settings.

These settings can be changed by visiting https://netid.arizona.edu/web_auth_preferences/WebAuthPreferences

Click Next
Step 7: Agreement

Please read our **Computer and Network Access Agreement**.

Once you have read the agreement click on the check box: **I have read and understand the Computer and Network Access Agreement**.

Click **Next**
Step 8: Confirmation

Once you have reached the confirmation page, your NetID has been created and can be used to log in.