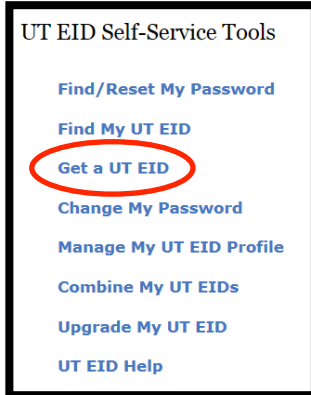


Creating a UT EID

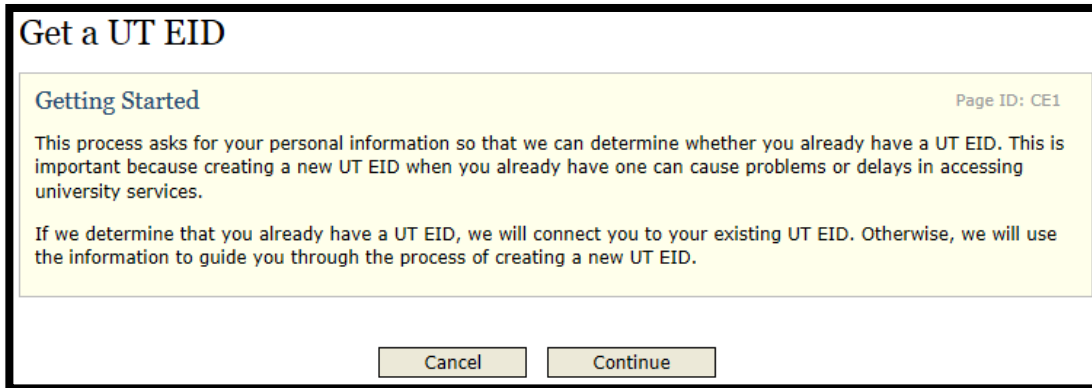
1. Go to https://idmanager.its.utexas.edu/eid_self_help/ and click on “Get a UT EID.”



UT EID Self-Service Tools

- Find/Reset My Password
- Find My UT EID
- Get a UT EID**
- Change My Password
- Manage My UT EID Profile
- Combine My UT EIDs
- Upgrade My UT EID
- UT EID Help

2. Click “Continue.”



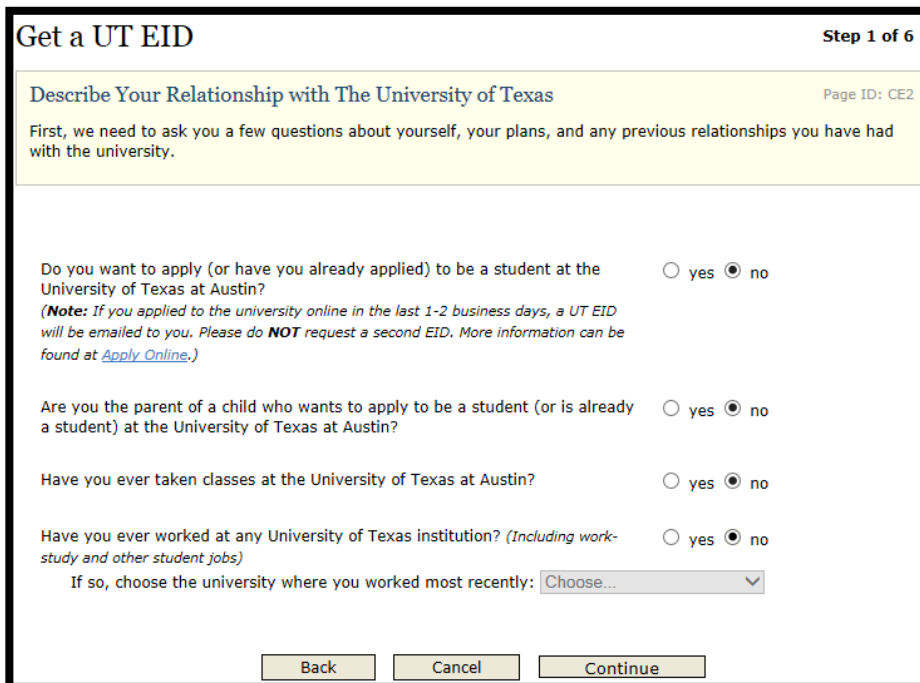
Get a UT EID

Getting Started Page ID: CE1

This process asks for your personal information so that we can determine whether you already have a UT EID. This is important because creating a new UT EID when you already have one can cause problems or delays in accessing university services.

If we determine that you already have a UT EID, we will connect you to your existing UT EID. Otherwise, we will use the information to guide you through the process of creating a new UT EID.

3. Answer the questions below.



Get a UT EID Step 1 of 6

Describe Your Relationship with The University of Texas Page ID: CE2

First, we need to ask you a few questions about yourself, your plans, and any previous relationships you have had with the university.

Do you want to apply (or have you already applied) to be a student at the University of Texas at Austin? yes no
*(Note: If you applied to the university online in the last 1-2 business days, a UT EID will be emailed to you. Please do **NOT** request a second EID. More information can be found at [Apply Online](#).)*

Are you the parent of a child who wants to apply to be a student (or is already a student) at the University of Texas at Austin? yes no

Have you ever taken classes at the University of Texas at Austin? yes no

Have you ever worked at any University of Texas institution? (Including work-study and other student jobs) yes no
If so, choose the university where you worked most recently:

4. Fill in the required information and press continue.

Get a UT EID Step 2 of 6

Provide Personal Information Page ID: CE3

Please provide as much of the following information as possible. This information will be used to search for an existing UT EID you may have or to establish a new UT EID for you. The information gathered here is subject to the university's [privacy policy](#).

Required fields are marked with an asterisk (*).

Enter your full name (Note: use your name as it appears on either your driver's license or passport)

First (Given) Name:

Middle Name:

*Last (Family) Name:

Generational Suffix:

Other First Names:
(For example, your nickname.)

Other Last Names:
(For example, your maiden name.)

*Date of Birth: Month: Day: Year:

6. Answer question below and press continue.

Get a UT EID Step 3 of 6

Set Up Password Reset Questions Page ID: CE7

If you ever forget your UT EID password, you can use your password reset questions to access your UT EID.

To create your password reset questions, select three questions and then answer each question using answers of at least three characters.

HINT: If possible, use **one-word answers** that you can **remember easily** so you can use them to access your UT EID if you ever forget your password. [Show me an example](#).

Reset Question One

Question:

Reset Question Two

Question:

Reset Question Three

Question:

7. Create a password.

Get a UT EID Step 4 of 6

Set Password and Password Hint Page ID: CE4

Please enter a password for your UT EID. Your password must:

- Be between **8 and 20 characters** in length.
- Consist of some combination of **letters and numbers**. Passwords of all letters or all numbers are not permitted.

In addition, your password cannot contain:

- Blanks.
- Your **first or last name**.
- Your **birthday** in any form.

Passwords are case sensitive. This means that if your new password contains lower case and/or upper case characters you must enter it in the same way every time you use it.

Password:

Re-enter Password:

Password Hint:

You will be able to view this hint if you forget your password. **Note:** Your password hint **CANNOT** be the same as your password.

8. Check the information you inputted and press continue.

Get a UT EID Step 5 of 6

Confirm Information Page ID: CE8

You are about to create a UT EID with the following information:

Personal Information

First Name: Manuela

Last (Family) Name: Chuca

Other First Name:

Other Last Name:

Date of Birth: 03/30/1957

E-mail address: ichuca@yahoo.com

[Password Reset Questions](#)

9. Click on “Logon using your UT EID” to enroll into your course.

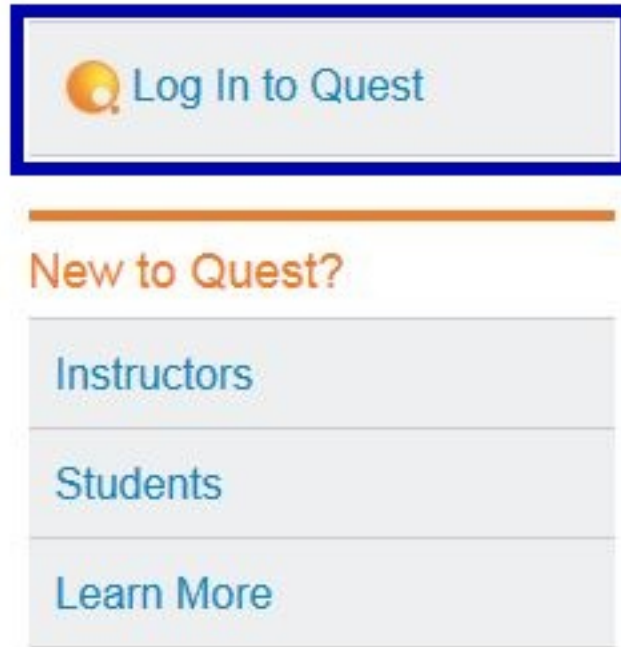
Get a UT EID Step 6 of 6

UT EID Creation Complete Page ID: CE9

Your new UT EID is: **mc59259**

An e-mail confirming this new UT EID is being sent to: **ichuca@yahoo.com**.

10. After creating your UT EID you will be able to log into the Quest system. First go to <https://quest.cns.utexas.edu/> and on the left hand side select “Log in to Quest”



11. Enter your UT EID and associated Password

You are entering a Secure Service - please log in!

UT EID: [I forgot my UT EID or password.](#)
[I need a UT EID.](#)

Password: [Help](#)

Log In

12. Upon logging in for the first time you will be prompted with the Quest terms of use agreement. To proceed press "I Agree."

Terms of Use Agreement

I agree to the following:

- I **will not** share my EID password with others.
- I **will not** help others gain unauthorized access to Quest.
- I **will not** disclose questions, solutions or learning content from Quest with unauthorized persons or websites.

13. When using Quest, every external user and some UT users may have to manually request enrollment to gain access to a course. After logging in to Quest in the left hand menu select "Enroll in new course."

Current course:

Current assignment:

14. In the "Unique #" field enter the unique number for the course you are requesting enrollment in, if you don't know your courses unique number your instructor should be able to provide it for you.

Enroll in new Course

Please enter the unique # of the course you want to enroll in:

Unique #:

Lookup course info

15. This will bring up a list of courses using that unique number; make sure you select the correct course as some courses share unique numbers. Once you are done select "Request enrollment".

Enroll in new Course

Please enter the unique # of the course you want to enroll in:

Unique #: 49384

Lookup course info

Courses found:

QHelp (University of Texas Spring 2014) ▼

Course: QHelp (49384) / Quest Documentation

Instructor: Instructor

Meets: MWF 10:00-11:30 AM

Click the "Request enrollment" button below to complete your enrollment request.

Request enrollment

16. After you submit your request you will have to wait for your instructor to approve it. Once approved the course should appear when you log in.

My Courses



Quest Documentation

QHelp / 49384 / Instructor

MWF 10:00-11:30 AM