How to Activate Your NetID

- In your web browser, go to [https://netid.usf.edu](https://netid.usf.edu)
- Click ‘Activate Your USF NetID’
- Enter your first name, last name, and your USF ID#, birthday and last four digits of your SSN in the boxes provided.

*Your USF ID# looks similar to U12345678. If you do not know your USF ID#, click the link “Lookup your USF ID Number” for a pop-up box that will help you find your number.*
- Click on ‘Activate NetID’
- Read the USF Computer and Network Access Agreement; click on ‘I agree’.
- Select a Net ID from the drop down menu. Click on ‘Select this Net ID for Activation’.
- From the drop down menu, select a ‘Secret Question’ and type your answer in the field provided. Click on ‘Submit your answer to your chosen secret question’.
- Read and complete the USF Emergency Notification System process by opting in/out of receiving emergency notifications. Click ‘Submit’.
- Set your password and retype it to verify.
- Click on ‘Submit your new USF NetID password’
- You will see an Accounts Summary page that you may want to print for future reference.
- Click on ‘Return to Main Menu’ to manage other items using your NetID.
- Once you have completed all activities, please click on ‘Logoff’ to end your session. Close your browser.

Your NetID should now be set up. Users who have previously activated their NetID will be prompted to change their password.

For questions or help, contact the IT help desk at (813)974-1222 or email [help@usf.edu](mailto:help@usf.edu)