

CEPEX 2.0 – HOW TO CREATE MY IU GUEST ACCOUNT

Step 1. Open this hyperlink in a browser: <https://one.iu.edu/task/iu/create-guest-account>

Step 2. The Create IU Guest account page will open. Click “Start” button (See Fig. 1)

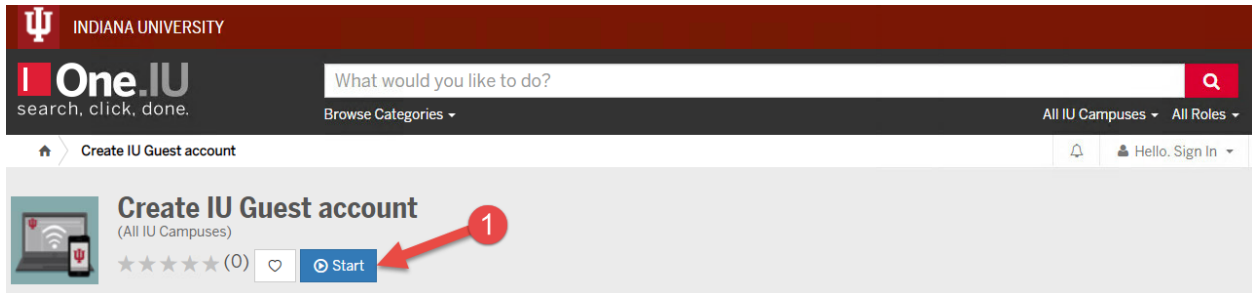


Figure 1 - Create IU Guest account

Step 3. Fill out the form and click **Continue** button. (See Fig. 2) Please notes that your email address will be used as your IU User Name. Please remember your password.

A screenshot of a web form titled 'Provide your information' under the 'INDIANA UNIVERSITY GUEST' header. The form asks for 'First name', 'Last name', 'Email', and 'Password'. The 'Email' field contains the placeholder text 'email address here' and has a blue arrow pointing to it. Below the 'Email' field, it says 'An email will be sent to verify this address.' The 'Password' field has a 'Show' checkbox and a note 'Must contain at least 15 characters.' At the bottom of the form is a 'Continue' button with a red arrow pointing to it and a red circle containing the number '2'. The footer of the form reads 'Copyright © 2021 The Trustees of Indiana University.'

Figure 2 – Form

Step 4. Verify your email notice said that an email for verification is sent to your provided email address (See Fig. 3)

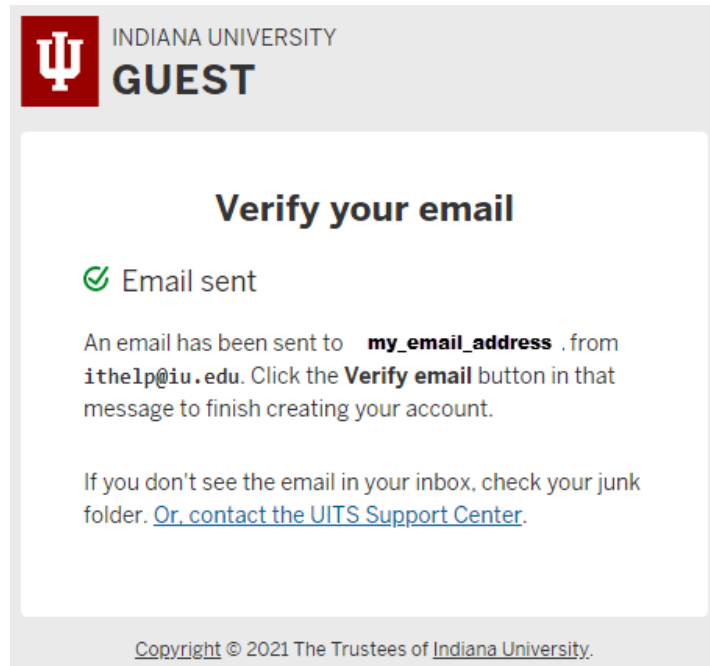


Figure 3 - Notice of Verify your email

Step 5. Verify new IU Guest account from your email.

- Open the UITS email in your mailbox. This example uses a Gmail account. (See Fig. 4)

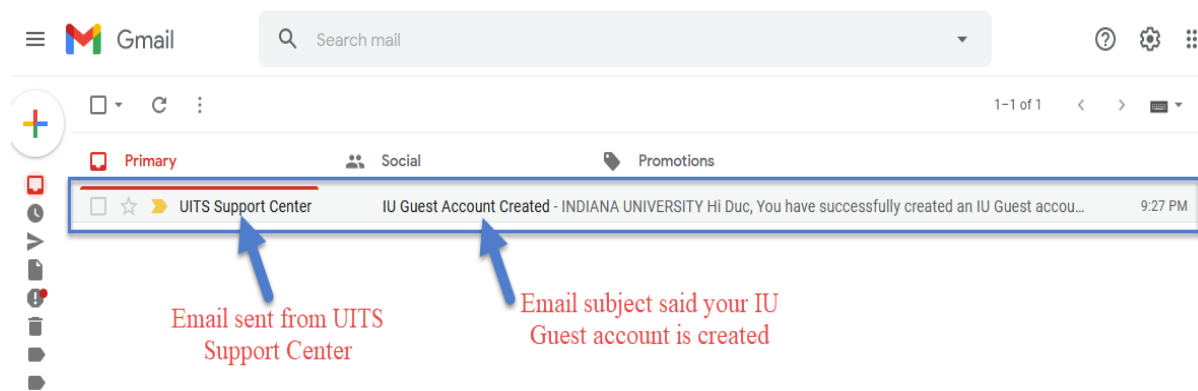


Figure 4 - Open the UITS email

- Click the **Verify email** button (See Fig. 5)

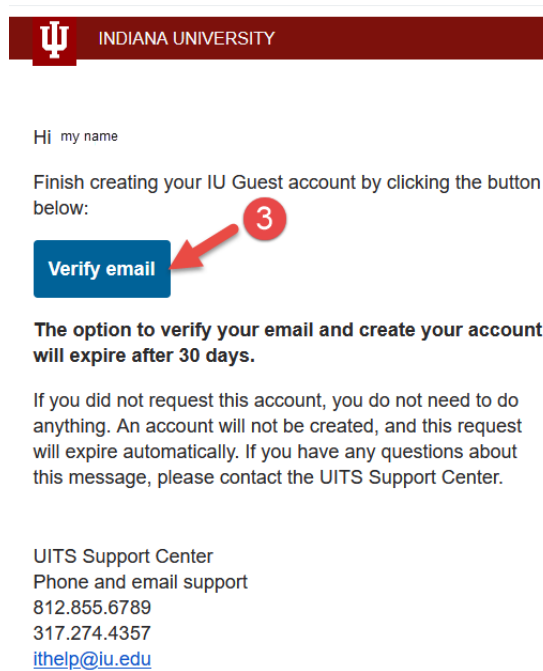


Figure 5 - Verify email

- This screen shows that your IU Guest account is ready to use. (See Fig. 6)

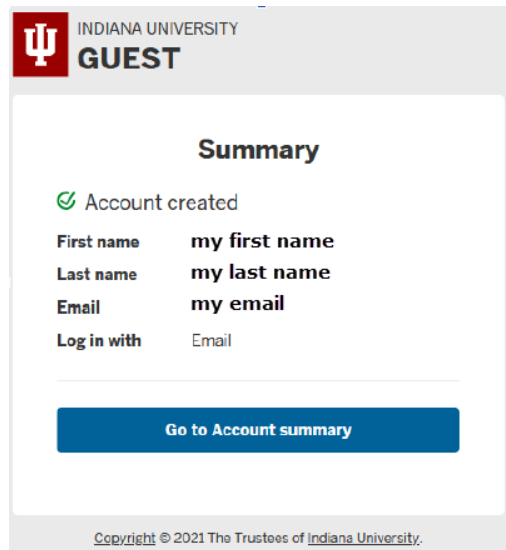


Figure 6 - Summary screen

The final notes: Your email address is your User Name. Please keep your password safe.

Thank you!