

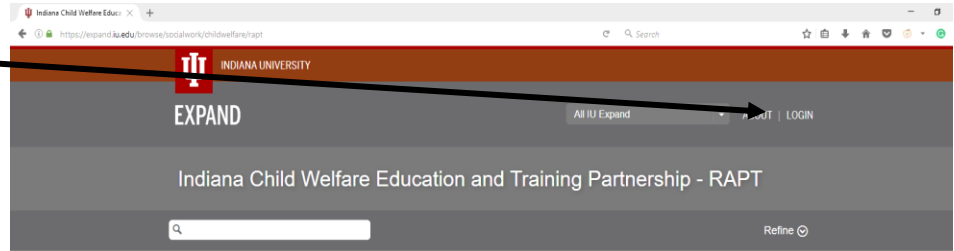
# Setting Up an IU Guest Account

1. Visit the RAPT online course catalog

**RAPT online course catalog link:**

<https://expand.iu.edu/browse/socialwork/childwelfare/rapt>

2. Click “Login”



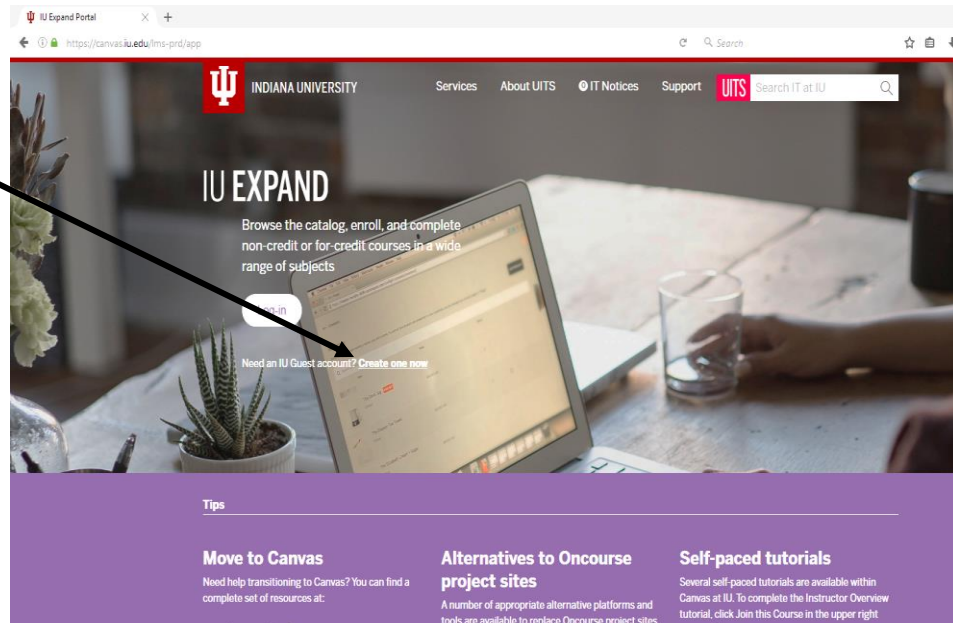
RAPT II: Child Abuse and Neglect

This self-paced pre-service course is designed to teach future Resource and Adoptive Parents the basics of Child Abuse and Neglect.



Jul 15 - Jul 13, 2018  
FREE | 4 credits

3. Click “Create one now”



4. Input your Information. \*Be sure to use your full name as this is the name that will be printed on your certificates.

5. After clicking “submit”, you will receive instructions in your email for completing the account creation process.

6. Log-in to your e-mail account.

u/lms-prd/create-guest-account/createGuestAccount?0#createAccount

**Create Guest Account**

Email

First Name

Last Name

Password

Confirm Password

Submit

**Password Guidelines**

**Must contain** at least 8 but no more than 14 characters, including letters, numbers, and symbols

**Must contain** 2 numbers or symbols in the first 4 characters; you cannot use @, #, & in your passphrase

**Must contain** 3 letters in the first 8 characters

**Must contain** 5 different characters

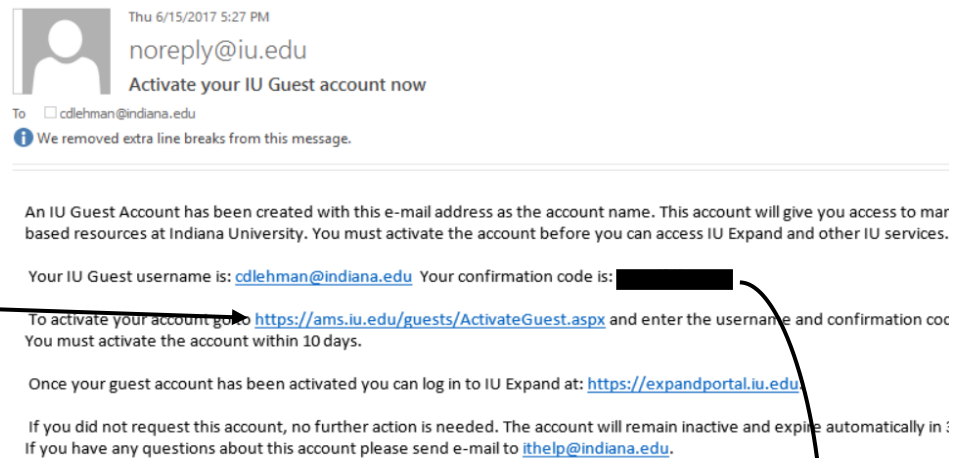
**Do not use** doubled numbers or symbols (e.g., 99 or %%)

**Do not use** words or names spelled forwards, backwards, or in a foreign language

**Do not use** words constructed with similar-looking character substitutions (e.g., 0 for O, \$ for S, 1 for l; fo as in: captalnk1rk or mr\$P0ck)

**Do not use** any portion of your Social Security Number

7. Open the e-mail from [noreply@iu.edu](mailto:noreply@iu.edu) \*If you do not see the e-mail within 5 minutes, check your SPAM folder.



8. Click on this link to activate your account.

9. Input your E-mail and confirmation code from the e-mail.

sts/ActivateGuest.aspx

**INDIANA UNIVERSITY**

Access Management System

Home Create Accounts Manage Accounts IU Guest

Select a Service

- [home](#)
- [create IU Guest account](#)
- [change your Guest password](#)
- [forgot your Guest password](#)
- [update your profile](#)
- [services available to you](#)
- [help information](#)

**Activate your IU Guest Account:**

Enter your username and the confirmation code you received. Click Activate Account.

Email:

Confirmation Code:

Activate Account

10. When you see this screen you will know that you have successfully completed the process.

The screenshot shows the Indiana University Access Management System interface. At the top, there is a red header with the IU logo and the text "INDIANA UNIVERSITY". Below the header, the page title "Access Management System" is displayed, along with navigation links: "Home", "Create Accounts", "Manage Accounts", and "IU Guest Accounts".

The main content area is divided into two columns. The left column, titled "Select a Service", contains several links: [home](#), [create IU Guest account](#), [change your Guest password](#), [forgot your Guest password](#), [update your profile](#), [services available to you](#), and [help information](#).

The right column, titled "Success - Account Activated", contains the following text: "You successfully activated your account. You can view your profile below. Select from the list of IU services available to Guest accounts. You will be asked for your username and password to access these services." Below this text, the user's profile information is displayed: "E-mail Address: cdlehman@indiana.edu", "First Name: Colbi", "Middle Name:", and "Last Name: Harmon".

Below the profile information, there is a section titled "Available IU Services:" which lists several services with brief descriptions:

- Access Management System**: Change your IU Guest account password, update your profile or reset your password if you have forgotten it. You can also find links to all IU services that allow Guest account logins.
- Central Authentication Service**: At Indiana University, Central Authentication Service (CAS) is a login service that allows you to access multiple password-protected Web systems after logging in once on a central authentication server; this is often referred to as single sign-on.
- IT Training & Education**: IT Training & Education offers STEPS instructor-led hands-on classroom based workshops and certificate series to help users grow their IT skills. Self-study options are also available from IT Training.
- Canvas**: Canvas is an online course management application that allows faculty and students to create, integrate, use, and maintain Web-based teaching and learning resources. Guest access to course material must be granted by the course author.
- One**: One provides a common front door to online services at Indiana University campuses. One offers easier and more direct access to the multitude of services.
- Knowledge Base**: For more information about these services or others at Indiana University, search IU's database of over 8,000 answers to questions about computing at Indiana University.

