The Student IU IT Setup Guide

This guide helps you navigate IU IT setup. You will not have access to IU Canvas, course readings, IU library resources, Gmail at IU, or billing information until completed. **IU IT Setup is required for all students in an ACP course, regardless of whether or not you are registering for dual credit.** Please keep in mind that we are available to assist and do our best to answer any questions you have. You can reach us at acp@indiana.edu or 800-255-7943 M-F 9am-4pm EST.

**Important: Due to delays in processing time, complete IU IT Setup at least one week before the registration deadline.**

**The IU IT Setup Process accomplishes the following:**
- You will create a unique username (Note: this is different from their UID#).
- You will create an IU email address (example: username@indiana.edu).
- DUO setup provides a dual-login so that your students’ accounts and data are protected and secure.

**The IU IT setup process:**
- Begin by opening the email provided by ACP containing your University ID number (UID).
  - If you have not received an email from ACP, the email on file may be incorrect. You should contact us at acp@indiana.edu or 800-255-7943 M-F 9am-4pm EST to ensure this information is up-to-date.
  - If you are unable to find your UID#, use UID lookup here: [https://access.iu.edu/UniversityId/Lookup](https://access.iu.edu/UniversityId/Lookup).
- Navigate to the following address: [https://access.iu.edu/starterkit](https://access.iu.edu/starterkit).
- Follow the steps for account creation and DUO setup.
- You will receive a “Process Complete” message once you are finished with IU IT Setup. **This does not mean you are registered for the class.**
- If you receive a “Time Out” error message, start the process over.
- Turn in your IU Username to your instructor.

**Important: RECORD** your UID, IU Username, IU email address, and passphrase for your records. You **WILL NOT** be able to register without them.

**Student-Parent/Guardian Acknowledgment:**
- Notify students that parents and guardians can find more information about IU courses through ACP, tuition, fees, transcripts, grades, and more here: [https://acp.iu.edu/essentials](https://acp.iu.edu/essentials).