

To Create a BYU NetID (typical time to complete: 7-10 minutes)

1. First, go to: <https://accountcreation.byu.edu/new>
2. The required fields, as shown on this page, are:
 - a. Your Full Name
 - b. Your Birth Date
 - c. Your Sex
 - d. Your Email Address
 - e. Your Phone Number
3. Click on the “Begin” Button:



Creating a BYU Account should take 5-10 minutes. If you have to cancel the process for any reason, you will need to start over.

During this process, you will need to provide the following basic information:

- Full name
- Birth month and day
- Email address (used for verification)
- Phone number

Begin

4. They ask you why you need a NetID. Click on the “Other” category and state that you are applying for the BYU China Teachers Program. Then click “Continue”:

Why are you creating an account?

- Applying to be a student
- Applying to be a BYU employee
- Other To Apply For BYU China Te

Continue

5. Now you are on the main account creation page. You’ll need to fill in your full name, your birthdate, your sex, your email address, and a phone number:

Please provide the following information.

Required fields are marked with *


First Name * <small>This field is required</small>	Middle Name	Last Name * <small>This field is required</small>
Birth Month * <small>Month is required</small>	Birth Day * <small>Day is required</small>	Birth Year * <small>Year is required</small>
Sex *		
<input type="radio"/> Male <input type="radio"/> Female		
Email Address * <small>This field is required</small>		
Phone Number		

Account Terms of Use

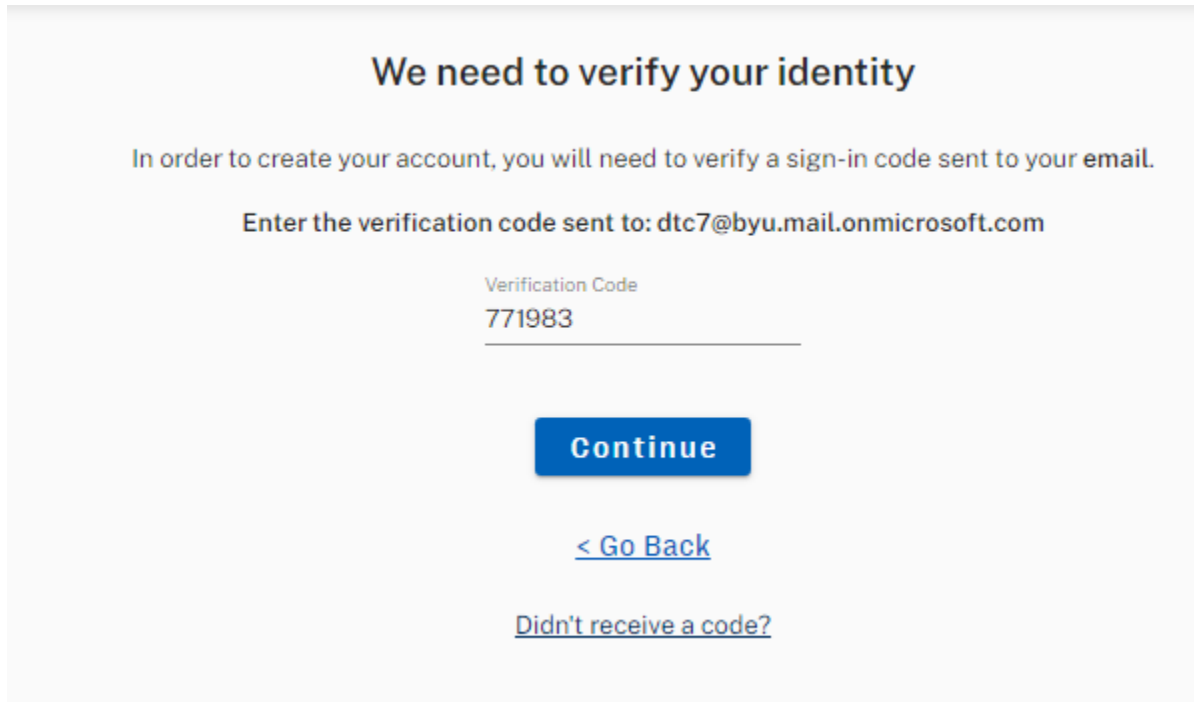
Brigham Young University (“BYU”) websites may provide links to third party websites that have their own terms of use, privacy policies, and security practices. The inclusion of any third party links is for convenience and general information purposes only and does not imply a recommendation or endorse the views expressed within them. Further, neither BYU nor The Church of Jesus Christ of Latter-day Saints has any control over the nature, content, or availability of these third party sites.

I acknowledge that although I may use my BYU account to access third party sites, neither BYU nor The Church of Jesus Christ of Latter-day Saints

I acknowledge and I agree *

I'm not a robot  [Privacy](#) / [Terms](#)

6. Fill out all fields, and acknowledge and agree with the Account Terms of Use. Then certify that you're "not a robot", and click on the "Continue" button.
7. The system will send a verification code to your chosen email address. Open the email, copy the code, and paste it into the field. Then click on the "Continue" button:



We need to verify your identity

In order to create your account, you will need to verify a sign-in code sent to your email.

Enter the verification code sent to: `dtc7@byu.mail.onmicrosoft.com`

Verification Code
771983

[Continue](#)

[< Go Back](#)

[Didn't receive a code?](#)

8. The system will now propose some possible NetID's. Select one you like, or specify a different one, and click on "Continue". **This is your BYU username, so take note of it *right now* and record it in a safe place.**

Please select a Net ID

A Net ID is a BYU username.

If you think you may already have a Net ID, please contact IT Support at 801-422-4000 before proceeding.

Guidelines for creating a Net ID:

- May contain letters and numbers
- All letters will be lowercase
- Must begin with a letter
- Must contain no fewer than 5 and no more than 8 characters

Net IDs cannot be changed, so please use good taste

You may use a suggested Net ID, or create your own:

- tithaca3
- tsimshi0
- ithacat
- itsimsh
- ti376
- ithac11
- Enter a Net ID

Continue

9. After clicking on the “Continue” button, a popup window will appear, telling you this choice is permanent, and asking you if you wish to choose a different NetID. If you are OK with the one you have selected, click on “OK.” If not, click on “Cancel” and choose a different one:

accountcreation.byu.edu says

This choice is permanent. Please consider that:

- This will identify you to BYU and related sites/offices
- This may be used to sign in to applications and websites
- You may be assigned an email address with this username that is used in certain applications

If you are comfortable with this, select “OK”. Otherwise, if you want to select a different one, select “Cancel”.

OK

Cancel

10. Click on “OK”.

11. Now create a good password. The one you choose must meet the parameters specified:

Please select a Net ID

Your new Net ID: ithac11

Create a password

Password rules based on length are as follows:

- 8-11: Must contain mixed case letters, numbers, & symbols
- 12-15: Must contain mixed case letters, & numbers
- 16-19: Must contain mixed case letters
- 20+: No restrictions

Other requirements for creating a BYU password

Create a password

.....



19

Uppercase

Lowercase

Confirm Password

.....



19



I'm not a robot



Continue

[< Go Back](#)

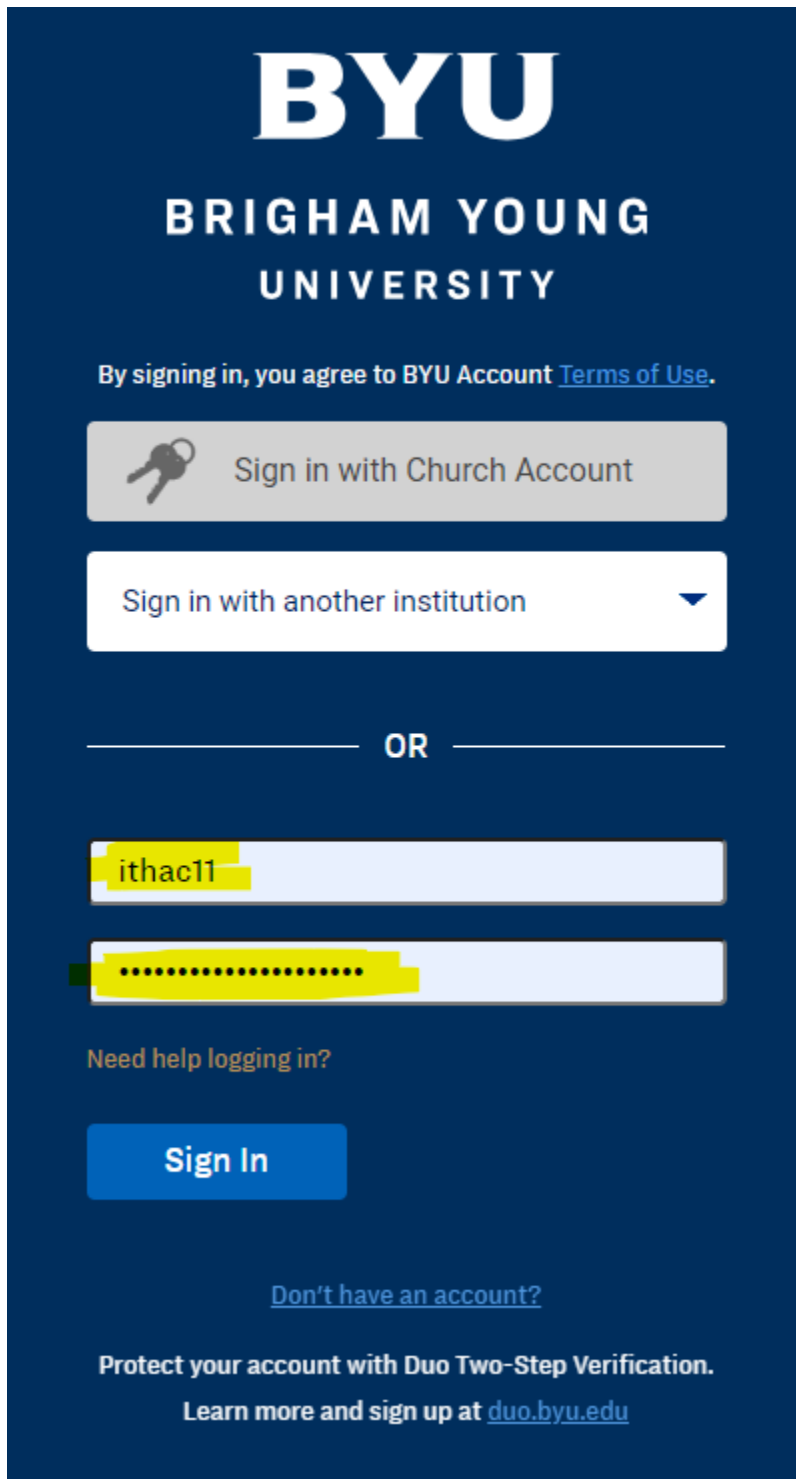
12. Take note that you must put the password in *twice* (once in the “Create a password” field, then again in the “Confirm Password” field). Otherwise the “Continue” button will not activate. ***Make sure you record both your username (NetID) and password in a secure place*. They are your BYU logon credentials that you will use when applying to the China Teachers program.**
13. After you click on the “Continue” button, your BYU account will be initialized. You will see a popup notification of this:

Your BYU Account was successfully created

Your BYU Account has been successfully created. You may update your personal information and link your account to other login services at any time by visiting myaccount.byu.edu.

Continue to Sign In

However, to fully finalize your account's creation, ***you must click on*** "Continue to Sign In." After doing this you will see a logon prompt:

The image shows a dark blue sign-in page for Brigham Young University. At the top, the 'BYU' logo is in large white letters, followed by 'BRIGHAM YOUNG UNIVERSITY' in smaller white letters. Below this, a line of text reads 'By signing in, you agree to BYU Account [Terms of Use.](#)'. There are two main sign-in options: a grey button with a key icon labeled 'Sign in with Church Account' and a white dropdown menu labeled 'Sign in with another institution'. A horizontal line with 'OR' in the center separates these from the login fields. The first field contains the text 'ithac11' and is highlighted in yellow. The second field contains a series of dots and is also highlighted in yellow. Below the fields is a link that says 'Need help logging in?'. A large blue button labeled 'Sign In' is positioned below the link. At the bottom, there is a link that says 'Don't have an account?'. The footer text reads 'Protect your account with Duo Two-Step Verification. Learn more and sign up at duo.byu.edu'.

Put in your new NetID and NetID password in the fields highlighted in yellow, then click on the "Sign In" button. Once you have done so, your new account will be fully created, and you can now apply for the BYU China Teachers program here:

<https://kennedy-live.byu.edu/chinateachers/application>