HOW TO CLAIM YOUR FSUID

After gaining acceptance to Florida State University, you will receive an email from FSU ITS Announcements. The email will contain your FSUID as well as your nine-digit EMPLID. Before you can use your FSUID, you must finish setting up your account. Please visit the myFSU portal (my.fsu.edu), select Activate/ Manage FSUID and click Activate Your FSUID/ Set Security Questions.

Account Activation

You will now be prompted to activate your account and set your security questions. If you have an SSN on file, then you will be prompted to provide the last five digits:
If you applied without providing your SSN, you will be prompted to provide the email address used when applying to Florida State University.

After verifying your SSN/email, you will be prompted to set security questions. Please note that the option to set your own security questions is available from the last item in the drop-down menu.
After successfully setting security questions, you will be prompted to configure Duo two-factor authentication. Two-factor authentication (2FA) is an extra layer of security designed to prevent unauthorized access to your personal information. It requires you to verify your identity twice—once with your password and once with your phone or mobile device—before you can access sensitive information within select FSU systems.

Once you have completed setup, you will see the following screen and will be able to continue with account activation.
Next, you will be prompted to set a password. The password requirements will live update to inform you what you have and have not completed.

![Password Entry Form]

When all requirements have been met, you will be able to Continue and finalize your account activation.

![Password Entry Form]
Finally, you will then see a confirmation page as well as Helpful Links provided below.

Success!
Your account activation is complete.

Your FSUID is: XXXXXX
Your EMPLID is: XXXXXXXX
Your Student Email is XXXX@fsu.edu

Helpful Links
Student (@fsu.edu) email account

myFSU Portal | Get Help | Main Menu