**FSUID Registration & Activation Process for Prospective Students**

Prior to applying to Florida State University prospective students will need to create an FSUID. An FSUID is your login for many applications on the FSU network.

NOTE: Former students and current or former employees do not need to register and activate a new FSUID. To recover your FSUID and to create a new password, please go to [https://my.fsu.edu](https://my.fsu.edu) and click “Activate your FSUID Account”.

Brand new applicants will create a temporary Guest FSUID. The Guest FSUID will be the contact email address used on the FSU Admissions [FSUID Registration Form](https://my.fsu.edu).

**Email Tips:**

- Be sure to use an email address which is unique to you. (Do not use email for a parent or sibling and do not use a shared account.)
- Apply with an email address to which you will have access throughout the entire admissions process.
- Free email accounts are available through Gmail, Hotmail and Yahoo as well as several others.

**Step One: Registration.**

1. Start the Registration [https://apps.oti.fsu.edu/CreateFSUID/?sponsor=ADMFSUID](https://apps.oti.fsu.edu/CreateFSUID/?sponsor=ADMFSUID)
2. Enter the required information.
• International Students – During this process a university-generated Social Security Number will be created for you. Be sure to leave the US Social Security Number blank and check the “I am an international student…” box.

3. Click the Submit button.

4. An account will be created and an email message will be sent to the email address provided on the form. The email will be sent from profilesetup@apps.oti.fsu.edu

5. The email message will contain your EMPLID (a unique, nine-digit identifier) number as well as additional instructions to complete the Guest FSUID activation process.

• International applicants will receive an email message that contains both an EMPLID number and a university-generated Social Security Number (SSN) which will begin with 999.

Sample Email:

6. Click on the link to activate your temporary Guest FSUID.
7. Fill in the form. The EMPLID will be populated (record this number in a safe place).

8. Click the Submit button.

- Note: International students will use the last 5 digits of the university-generated SSN provided.
9. Read and Accept the University Technology Resources Policies.

10. Create a secure password.
11. A page will be displayed with your FSUID and a link back to the FSU Admissions application website.

Admitted Applicants

Prospective students who have been accepted to Florida State University will be notified via email to activate a permanent FSUID account. The permanent FSUID is required to access the myFSU Student Central system, as well as the majority of FSU’s online sites and systems.

Note: It may take up to a week after your online status appears as admitted before you can activate your permanent FSUID account.

To activate a permanent FSUID Account via email notification:

1. Click the following link (provided in the acceptance notification email):
   https://apps.oti.fsu.edu/FSUID/public/activateByEmail.jsp
2. Enter the email address associated with your temporary Guest FSUID
3. Click the Submit button

To activate a permanent FSUID account without the email notification:

1. If an admitted applicant has lost their acceptance notification, click the following link to activate a permanent FSUID account:
   https://apps.oti.fsu.edu/CreateFSUID/Activation.html
2. Fill out the form using the EMPLID number assigned during FSUID registration.
   o NOTE: International students must enter the last 5 numbers of the university-generated SSN received during FSUID registration in the “Last 5 digits of SSN” field.

3. Click the Submit button.
5. Create a new password.
6. Your new permanent FSUID is displayed.