1. After gaining acceptance to Florida State University, Information Technology Services will send you an email containing your unique FSUID and email address. Go to my.fsu.edu, click Manage FSUID/Password and follow the steps to complete the FSUID activation process.

NOTE: If you were previously admitted to the University, you were already assigned a unique FSUID. To gain access to myFSU portal, please log in using the FSUID you were initially assigned.

2. You will now be prompted to enter your FSUID or EMPLID and select Continue. To reference your unique FSUID and email address, please refer to your email from Information Technology Services. You can also locate this information on your Application Status Check or acceptance letter.
3. Next, enter in your date of birth on file and select Continue. You will then be promoted to enter your first and last name.

4. Enter in the last five digits of your Social Security Number (SSN) and select continue.

   NOTE: If you applied without providing your SSN, will be prompted to provide the email address used when applying to Florida State University.

5. 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.
6. 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. For additional information on how to configure Duo two-factor authentication, please see our [How-To Guide](#).

Once you have completed the Duo two-factor authentication setup, you will see the following screen and be able to continue with your account activation.
7. Next, you will be prompted to set a password. The password requirements will update automatically to inform you what you have and have not completed. When all requirements have been met, you will be able to Continue and finalize your account activation.

8. Finally, you will see a confirmation page indicating you have activated your account successfully.