UT Electronic ID Agreement

This is your UT Electronic ID Agreement with The University of Texas ("the Agreement"). Once you have claimed your University of Texas Electronic ID ("UT EID"), you will be permitted to access a variety of online services, open supplemental Accounts, and initiate and conduct certain transactions online using your personal UT EID and Password. The UT EID is your public user name. Your access to and use of your Account(s) and UT online services are subject to compliance with all the terms and conditions set forth in this Agreement, the Rules and Regulations of The University of Texas Board of Regents, and The University of Texas at Austin Acceptable Use Policy. Please read this Agreement carefully before you sign it.

Representation as to Capacity to Enter into Agreement: You represent that you are of sufficient legal age (18 years or older) to enter into this Agreement and be bound thereby. If you are not yet eighteen years of age, your parent or legal guardian must also sign this Agreement.

Use of Password: Your UT EID and Password are what identifies you on UT secure websites. It is your electronic fingerprint. You must protect this identity so that someone else cannot impersonate you. By signing the agreement you acknowledge and represent and warrant that:

A. You have received a UT EID and a number, code or other sequence which provides electronic access to resources and services at UT ("the UT EID and Password");
B. You are the sole and exclusive owner of your UT EID and Password; and
C. You accept full responsibility for the use and protection of the UT EID and Password, as well as for any transaction occurring in any Account or service opened, held, or accessed through the UT EID and password.

Responsibilities: You acknowledge and agree that all debts and obligations incurred through an Account or service opened, held or accessed through the UT EID and Password will be your sole obligation and responsibility. You accept full responsibility for monitoring your Account(s). You will immediately notify the university in writing, delivered via US mail, if you become aware of any loss, theft, or unauthorized use of your UT EID, Password, and/or Account numbers.

Modification of Agreement: The university may unilaterally change these terms and conditions at any time by conspicuously posting notice of such change in the UT Electronic ID Agreement, located online in the EID Help Suite (www.utexas.edu/eid), for a period of five (5) consecutive business days or by providing written notice to you at your last address on record with UT. Continued use of your UT EID, Password, and/or Account numbers, will constitute acknowledgement and acceptance of the revised terms and conditions.

This Agreement and its enforcement shall be governed by the Laws of the State of Texas.

UT EID Password Change

1. Log into UT EID Self Service page at http://www.utexas.edu/eid
2. Click Change My Password.

3. Type your UT EID and click Continue.
4. Type the Current Password. This will be the temporary password that was issued when you received high assurance.
5. Type your New Password.
6. Re-enter your New Password and press Continue.

Password Requirements
Your password must:
• Be between 8 and 20 characters in length.
• Consist of some combination of letters, numbers, and special characters. The special characters that are permitted are: ! @ $ % & * ( ) + = , < > : ; " . In addition, your password cannot contain:
• Blanks.
• Your UT EID.
• Your first or last name.
• Your birthday in any form.
• Any words found in the English dictionary or common proper nouns of four letters or longer.
• You may not re-use any of your last 10 passwords.
• You may not re-use any password used in the last 10 days.
• Passwords are case sensitive.
What is a UT EID?
A UT EID is an electronic identifier that helps you stay connected to your university information. With your EID and password, you can access secure services and information online.

Where do I get my UT EID?
UT EID’s are assigned when the individual's relationship begins with the university. This includes students, employees, job applicants, and companies conducting business with the university.

In order to access personal or secure information your UT EID must be "activated" (upgraded to high assurance). To upgrade your UT EID to high assurance, you may visit one of the following locations:

**UT EID Contacts:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting &amp; Business Services</td>
<td>219 West Main 817-272-2138</td>
<td></td>
</tr>
<tr>
<td>DEFINE Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resource</td>
<td>1225 West Mitchell 817-272-5554</td>
<td></td>
</tr>
<tr>
<td>Employment Services</td>
<td>140 W. Mitchell 817-272-3461</td>
<td></td>
</tr>
<tr>
<td>Continuing Ed Workforce</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Development Bldg</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Services</td>
<td>1225 West Mitchell 817-272-5426</td>
<td></td>
</tr>
<tr>
<td>Wetsel Service Bldg</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room 212</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Why Upgrade to High Assurance?
The 'assurance level' of a UT EID indicates the amount of trust afforded to a person’s online identity. An individual with a high assurance UT EID has provided proof of their identity to the University by presenting a government issued photo ID (ex. driver's license or passport).

With a high assurance UT EID, you may view your earning statement, view and/or print your W-2 for filing, update your personal information such as addresses, emergency contacts, bank information, etc...

Login to UT Direct:
1. Log into UT Direct at the following website: https://utdirect.utexas.edu/
2. Type your UTEID in the UT EID field.
3. Tab to the Password field and type your UT EID password.
4. Select the Log In button. You will see a screen stating that you have successfully logged on; Click OK.

UT Direct - My Home
After logging-in, you will be directed to the UT Direct My Home page.

Note: If your page is orange with UT Austin’s logo, you must update your component information by:
   a) Selecting ‘Choose Content’ located on the top right side of the UT Direct – My Home page.
   b) From the ‘Choose Content for My Home’ section, select ‘Change UT Direct Component’ and then click ‘Update My Home’.
   c) You will be redirected to the My Home page.
   Select the radio button for ‘University of Texas at Arlington’, and then click ‘Change My Component’. The UT Direct My Home page should now be UTA blue with UT Arlington’s logo.

Unlock the Door to Secure Services!

UT Direct - Pay Check Profile
The My Paycheck Profile page displays your current payroll information on file. To view this section, click on Paycheck Profile from the Related Categories and Services Menu. This section contains:

**Paycheck Profile Navigation Menu Includes:**

<table>
<thead>
<tr>
<th>My Paycheck Profile</th>
<th>Employee History</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Personal Data</td>
<td>My Earning Statement</td>
</tr>
<tr>
<td>My Withholding</td>
<td>My W-2</td>
</tr>
<tr>
<td>My Paycheck Distribution</td>
<td>My Bank Information</td>
</tr>
<tr>
<td>My Paycheck Distribution</td>
<td>My Employee Addresses</td>
</tr>
<tr>
<td>My Bank Information</td>
<td>Veteran Status</td>
</tr>
<tr>
<td>My Employee Addresses</td>
<td>AutoPay (not available)</td>
</tr>
</tbody>
</table>

UT Direct - Employee Biographical Information
The Employee Biographical Information page allows you to maintain your biographical information. To view this section, click on Employee Biographical Info from the Related Categories and Services Menu. This section contains:

**Employee Biographical Navigation Menu Includes:**

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addresses &amp; Email</td>
<td>Teaching Experience</td>
</tr>
<tr>
<td>Telephone Numbers</td>
<td>Veteran Status</td>
</tr>
<tr>
<td>Emergency Contacts</td>
<td></td>
</tr>
</tbody>
</table>