

ACTIVATING YOUR VCU EMAIL

You can activate your VCU email by first retrieving your VCU eID.

- **What is an eID?**
 - Your VCU eID is a combination of your username and eID password which is used to authenticate you to VCU's many web applications and electronic services with a simple, single sign-on process, including:
 - myVCU Portal
 - wireless network
 - VCU Mail
 - Blackboard
 - VCU Library Resources
 - eServices
 - Banner INB
 - And departmental applications
 - Your eID is an alphanumeric set of characters that is usually a combination of your last name and initials.
 - The eID followed by @vcu.edu usually represents your VCU email address.
 - Your eID stays in existence indefinitely. Most VCU resources, however, will not allow access to users no longer affiliated with VCU.
 - Note that your eID is not your student number (also known as your V-number, vID, or Banner number).

- **Retrieving your eID.** Please follow these instructions:
 - Go to: <https://husky.vcu.edu/eid/finder>
 - In "Banner ID (V-Number)"-field, enter your V# (See your letter of Admission for your V# - Example: V00XXXXXXXX).
 - Enter your date of birth
 - In "Last 10 digits of your VCU Card Number", enter nothing. Leave this field blank.
 - Click "submit"
 - Your eID will now be displayed. Please write it down!
 - Follow instructions to set your password.
 - Once you've set your password, log on to <http://my.vcu.edu/>, using your eID and password. Add @vcu.edu to your eID and you've got your VCU email address!

Questions? Please contact the VCUarts Qatar Office of Technology Services at +974 4402 0575
