Welcome [Student], from Carleton’s ITS department! You are now a fully-fledged member of Carleton’s digital community.

**Account and Two-Factor Authentication**

There are three important parts to your Carleton account: your username, email address, and student ID, as follows:

- **Username:** lastnamefirstinitial##
- **Email:** lastnamefirstinitial##@carleton.edu
- **Student ID:** #######

Before you can do anything with your account, you will need to set your own password and activate DUO, our two-factor authentication system. Here are the instructions:

1. Download the DUO application for two-factor authentication... though you won’t be able to do anything with it quite yet. *(iPhone, Android)*
2. Use your Carleton username and the **Self Service Password Reset** to initiate the password process.
3. You’ll then receive a message at your **personal** email account. Using that second email message, you’ll be able to (re)set your **Carleton** password.
4. And then finally, you can use the DUO application to establish two-factor authentication for your Carleton account.

**Accessing Details from the New Student Action Items**

After you've reset your password and set up DUO, you'll be able to access the detailed instructions for the tasks to complete this summer. As part of that, you'll review and agree to Carleton's Technology Covenant, which describes what you can and can't do while using our services. Access the Technology Covenant now.

**Additional Resources from ITS**

If you explored Carleton's website as a prospective student, you probably encountered areas that were blocked because you didn't have credentials. Your username and password will now give you access to most of those pages, and you're welcome to explore: the campus directory, library databases, the events calendar, residence hall information, and much more. You'll also need these credentials to fill out most of the forms that you'll receive over the summer. Check out these resources we've pulled together for new students to learn about ITS, computing, and Carleton's technology environment.

Please direct your questions to the ITS Helpdesk during regular business hours at 507-222-5999 or helpdesk@carleton.edu. Make sure that you have your username and student ID handy when you call, as Helpdesk staff will need those to confirm your identity before they can help with account related issues. See you on campus soon!