Instructions to Request a UTHSC Net ID

1. Open a Web browser (e.g., Chrome, FireFox, Internet Explorer, or Safari) and navigate to www.uthsc.edu.

2. At the top of your screen, under Resources select iLogin.

3. Type in your UT NetID and Password on the Duo Central Authentication Service and click the blue Login button.

Note: If you have problems with your Net ID and/or password, contact the UTHSC Computer Help Desk at 901.448.2222.
4. On the iLogin page, click the + sign to the left of Administration and select Net ID Online Request/Renewal.

5. On Sponsor Request/Renewal for a Network Identifier page, click the Start button.

6. On Step 1 – Sponsor Information page, the Sponsor’s UT Net ID should populate; then type the appropriate contact information in the text box. Click the Next button.
7. On Step 2 – Information about people to be added page, click Add a Person button.

8. On the Person Information page, complete the appropriate information. Any field with an asterisk (*) is a required field. Click Create when you are finished with all required fields.
9. On the **Step 2 – Information about people to be added** page you will be given the opportunity to add another person to the request if necessary. Click *Add a Person* and follow the previous step.

10. On the **Step 2 – Information about people to be added** page, if you have completed your request, click *Finish*.
11. On the **Step 3 – Submit Request** page, verify that the information is correct and click **Submit Request**.

12. Once you have submitted your request, you should receive the **Request submitted** page that lets you know that UTHSC Information Technology Services will send an email once the account has been created.