

Creating a ULID Account for Admission to Illinois State University - Script

In this video, you will learn how to create a ULID account so you can apply for admission to Illinois State University. We'll cover what a ULID is and how to create a new ULID account. This video is intended for prospective students who are applying for the Fall 2015 semester and beyond.

"ULID" stands for "University Login ID." A ULID account is granted to all prospective students and members of the University. If you have ever been a member of Illinois State in the past - as a student, faculty member, staff member, or as a high school student at U-High in Normal, IL - you already have a ULID account and you do not need to create a new one.

If you already have a ULID account and want assistance completing the online application, you should stop this video now and watch the video titled "Applying for Admission to Illinois State University as a Freshman". If you already have a ULID account and need help signing in, contact the Technology Support Center at 309-438-4357 or at supportcenter@ilstu.edu.

Now let's get started!

For this video I am going to create an account as Illinois State's mascot, Reggie Redbird. I will enter the information as if I am Reggie. First, go to admissions.illinoisstate.edu/apply/ and click on "Apply Now" under Fall 2015. You are presented with the student application login page. If you already have a ULID account, you can log in now. Since I don't have a ULID account yet, I will click "Create Account."

First, you're asked to enter and confirm a personal email address. Make sure you enter a valid email address here because a verification message will be sent to this address.

Enter your full Legal name. This would be the same as it would appear on your birth certificate. If you prefer to go by something other than your legal name, you can specify that when you fill out the application for Admission.

Select your gender and enter your birth date. Next, provide your birth city and the zip code of your permanent residence.

Now that all of the fields are complete, the Continue button is available. Click Continue to move forward with your account registration.

Now, you're asked to verify the email address you provided. Log in to your email and locate the message titled, "Illinois State University: Email Address Verification." Click the link that says "Verify this email address and continue your registration." Now, Reggie's email address has been verified!

Now you're asked to review the Electronic Signature Acknowledgement Form. If you accept this agreement, you can use your electronic signature for things like accepting financial aid, signing your housing contract, and other official University services. I will choose to opt in, so I will select *I Consent*. After I provide my initials I can continue.

If you would rather not allow the University to use your electronic signature, click the link in the third paragraph labeled the following form. This page explains which departments and services you will need to contact so you can physically sign contracts and documents in lieu of your electronic signature. If you choose to opt out, select *I Opt Out*, enter your initials, and click *Continue*.

Now you must read and agree to the Appropriate Use Policy. This policy describes the appropriate use of Illinois State's technology resources, computers, networking systems, and information and data. Select *I Agree*.

You also need to review the Mass Electronic Communications policy. If you would like to receive emails about University announcements, research surveys, and other mass communications, select *I Agree*. If you do not want to opt in to receiving these mass communications, select *I Do Not Agree*. Then click *Continue*.

The last thing you need to do is create a password and set security questions for your ULID account. Make sure you use a password that is personal to you and easy to remember. The password you choose must also meet the requirements provided on the right. The system will provide assistance by indicating in a red box which requirements are not being met. For example, if my passwords don't match, the system tells me that. If you want to see what characters you are entering, click the asterisk to the right of the password field.

After choosing a password, you must set up your Security Questions. You must select and answer three security questions to go with your ULID account. Your security questions are used in the event that you forget your password. By going through Account Recovery, you will be asked to provide the answers to your security questions. Select a question from each drop down menu and enter the answer in the corresponding text box. When you have completed the security questions, click *Continue*.

Your ULID registration is now complete! The confirmation page provides you with your ULID. You will use your ULID and password to log in to the application for admission. Once you are accepted to Illinois State, you will gain access to many University systems and services, and you'll use your ULID and password to log in to those as well.

Upon completing your ULID registration, a confirmation email is sent to the personal email address you provided. The confirmation email includes your ULID as well as a link to the application for admission.

This concludes the video on Creating a ULID Account for Admission to Illinois State University. If you would like help applying to Illinois State, you can start the video titled "Applying for Admission to Illinois State University as a Freshman Student."

If you had problems creating your ULID account, you can get help by contacting the Technology Support Center at Illinois State University by calling 309-438-4357 or by sending an email to supportcenter@ilstu.edu.