

## Obtaining Access to Active Directory

The College of Design uses the University's Active Directory system. New employees will need to activate their Active Directory account in order to log in on the computers.

*To activate your Active Directory account, follow these simple steps:*

**If you have never had an X.500 username** on the University system you will need to log on and set up your password. You will receive your X.500 username from your supervisor.

Go to: [www.umn.edu/validate](http://www.umn.edu/validate)

You will be asked to enter your social security number and your birthdate to confirm you are the correct user. Please enter the information and create a password.

**If you already have an X.500 username** you will need to do the following:

Go to: [umn.edu/dirtools](http://umn.edu/dirtools)

Log on with your X.500 username and password.

Near the bottom of the page under **Other Accounts** click on "Active Directory Account Options" \*

\* If "Active Directory Account Options" is not shown, please tell your supervisor and ask them to [contact the IT staff](#) to have it added to your account.

There are two boxes you need to click on. One box is for your agreement to follow the University terms of use as a network user. The other box is to signify that you agree to be moved to Active Directory. Please "accept" or click on each box and then click on "Submit"

It takes about 30 minutes for your account to be activated, so please be patient. Once you are activated you will be able to log on to UMN.EDU with your X.500 username and your password.