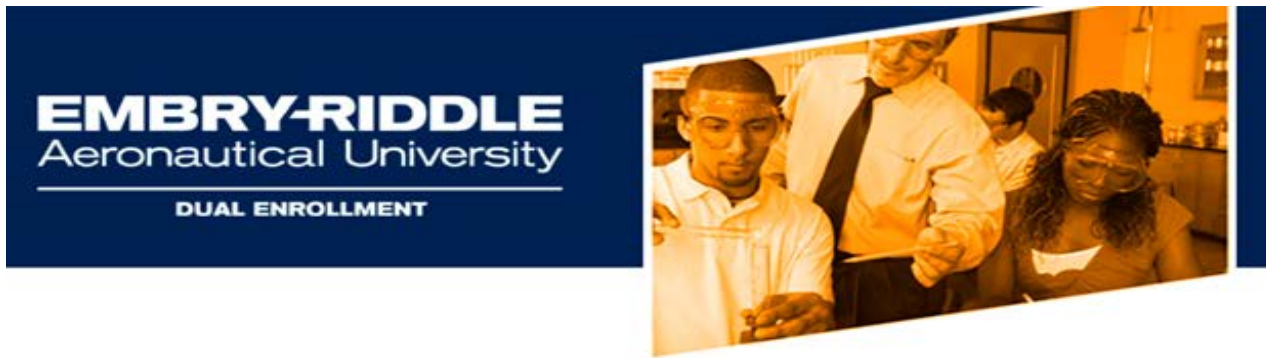




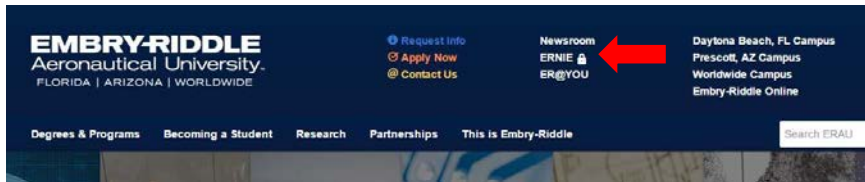
**ERAU Dual Enrollment  
Account Activation Guide**



## How to Setup Your Embry-Riddle Student Account

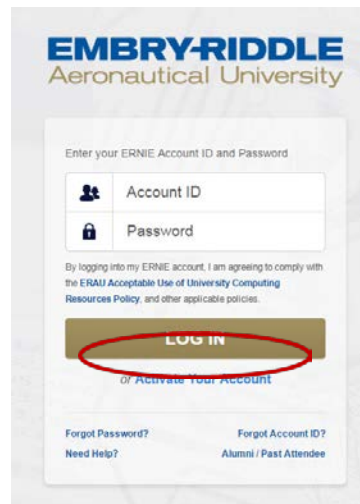
Setting up your Embry-Riddle (ERAU) Student account is a one-time process. To complete this setup process, you will need your ERAU ID

To register your account and create your password, go to <http://erau.edu> and click on **ERNIE** at the top of the screen.

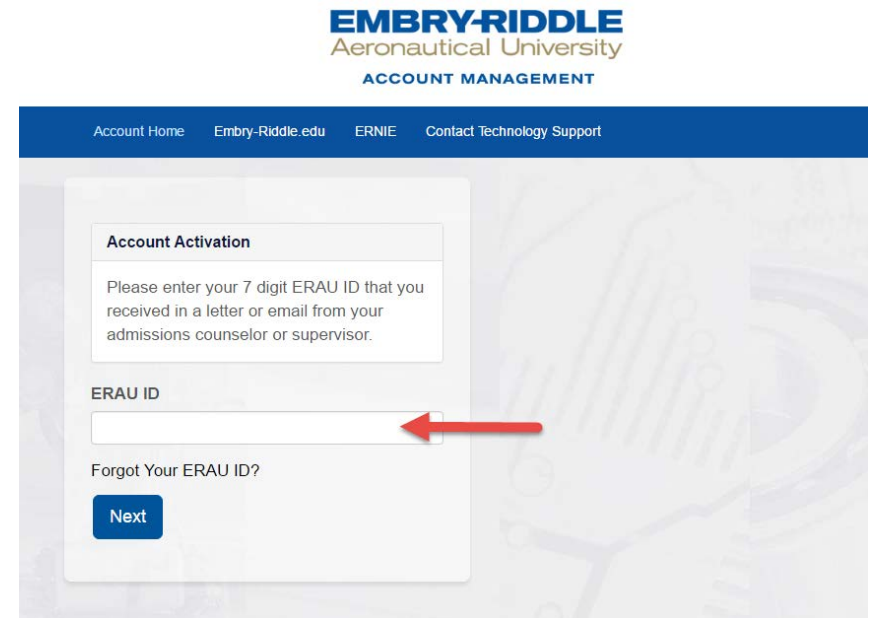


Upon clicking the **ERNIE** link, you will be taken to the main Login screen. Please follow the steps listed below.

### 1. Click on Activate Your Account



2. Enter your ERAU ID. *You will receive your 7 digit ERAU ID via email after your application has processed.*





3. You will be asked to verify your account – enter your **Last Name** and **Date of Birth**. Click **'Next'**

**ERAU ID Located**

Welcome Matthew  
Please check that the account is yours.  
Please enter the values below to verify that is your account.

**Last Name (Surname)**

**Date of Birth (Example JAN 01 1998)**

Month  Day  Year

**Next**

4. You must provide a personal email address, **NOT** an ERAU email address, and a phone number that can receive text messages. ***If you do not have a Text enabled phone number, you can leave this blank and you will be prompted to select and answer security questions.***

**Security Verification Setup**

This information is required for you to be able to reset your password in the future.

You **MUST** supply a personal (non-ERAU) email address below.

You can also opt to provide a text enabled phone number which can be used to verify your account. This will require you to have the phone available in order to continue. If you do not opt to provide a text enabled phone number you will be prompted to set up security questions.

**Personal Email Address\***

**Text Phone (Example: 15551231234)**

**Next**



## 5. Verify Your Identity.

**Verify Your Identity**

In order to verify your identity we will need to send a verification code to the cell phone number you provided. Your cell phone number on file is \*\*\*-\*\*\*-3988.

If this is correct, please press the Send Text button below to continue. If this number is incorrect or is unavailable, please click "Unavailable".

**Enter Verification Code**

Please enter the verification code you received. The verification code is good for 3 minutes. If you did not receive a verification code, click "Resend Code".

Verification Code:

If you did not enter a phone number, you will be asked to select and answer security questions.

You cannot select the same question twice and answers must contain three characters.

**ERAU Password Reset Security Questions**

Select and answer your security questions. All answers supplied must be at least 3 characters in length.



6. Once your account is successfully verified, you will be prompted to enter a password.

**Enter and confirm your new ERAU Password**

Password must be between 8 and 16 characters long, containing:

- at least 2 letters
- at least one lower case letter
- at least one upper case letter
- at least one number

Password must not:

- contain your first name
- contain your last name
- contain your user ID
- be one of your previous 3 passwords

New ERAU Password\*

Confirm ERAU Password\*

Next

7. After successfully creating a password, you should see the ‘**Account Activation Successful**’ notification. Select the “**Click to Login**” button to login to your account.

**Account Activation Successful**

Congratulations your account activation was successful. It may take up to 5 minutes for your password change to be applied to all systems..

**Your ERAU Username**  
**SMIDM**  
Your ERAU Username is used to login to most Embry-Riddle services and is used wherever you are asked for your User ID, User Login, or Account ID.

**ERAU ID**  
**1487479**  
Your ERAU ID is also known as your student ID.

Click to Login

If you experience difficulty accessing your account, please contact IT Support via <http://erau.edu/tech-support> or the Dual Enrollment Office.