Emory University – NetID and Password Retrieval Instructions

Your student account is in the Emory University OPUS system. This is a different system from your application. You can view your student account in OPUS. To retrieve your NetID and password, please follow the instructions below.

Retrieve your Emory NetID and password:
- o Click on www.opus.emory.edu and then click the link for "obtain network ID and password". There you will be directed to complete the items below.
    - • <u>Birthday</u> – You must fill this in with Month/Day/Year as indicated in the example.
    - • <u>Social Security Number</u> – If you entered your Social Security Number on your application, ***you must enter it here***. You can skip the Home Email Address field. If you do not have one or did not enter it on your application, use the next validation: Home Email Address.
      (*Note: If you are using your SSN and it is not working, please call our office. There may be an issue with the number, and we cannot handle it via email.*)
    - • <u>Home Email Address</u> – This is the email you use to log in to your application.

- • For help, call the University Technology Services (UTS) help desk at 404-727-7777; <u>*our office does not have access to this information; therefore, we cannot assist you.*</u>
- • Log on to OPUS www.opus.emory.edu using the NetID and password you retrieved.
- • If presented with an "Emergency Alert Notification" page, review and make any updates to this page and click on the checkbox to acknowledge it was reviewed. Then click the <<Save>> button.
- • You must add, update, or validate your "Emergency Contacts". This must be completed (This information is used in the event of an emergency on the Emory campus while you are here.).
- • Click SAVE - This should take you to your OPUS account.