# Instructions for Activating/Creating a NetID

Your NetID is your username needed to access many A&M System resources. **Activating** your NetID, also known as creating it, is necessary to access these resources. If you haven't activated your NetID yet, you do not have one.

Information Needed to Set Up Your NetID:

- **University Identification Number (UIN)**
- **Date of Birth** (MM/DD/YYYY)

To activate/create your NetID:

1. **Open** Aggie Account Gateway in a web browser.

2. **Click** the **"Claim Your NetID"** button, (as shown below).
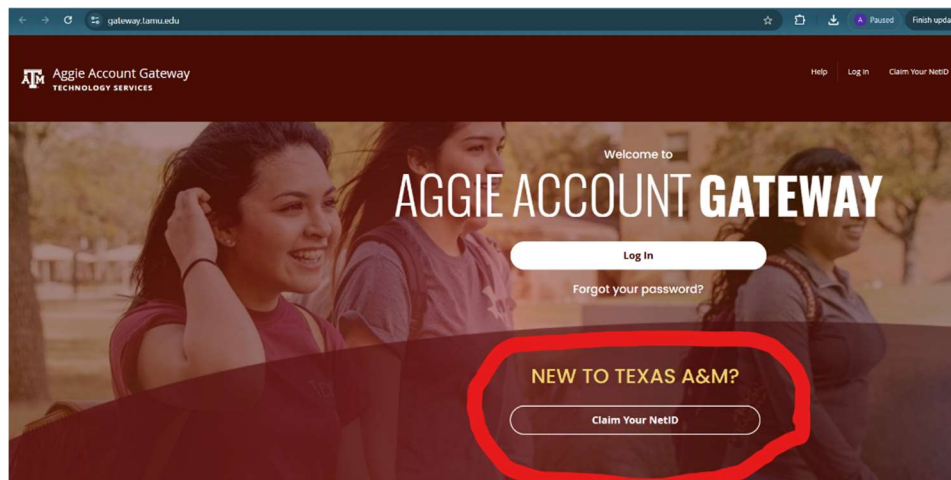
3. **Enter** your **Universal Identification Number (UIN)** and click **Save & Continue**.

4. **Enter** your **Date of Birth**, then click **Save & Continue**.

   Note: If you receive the error, "Your account has already been activated," then your NetID has already been created. If you don't remember or don't know your NetID, contact Help Desk Central at (979) 845-8300 with your UIN. They can also assist you in resetting your password.

5. **Read** the information on the next screen carefully about NetID and password requirements. Then **enter the NetID of your choice,** (we recommend using your KU UserID), and set your password.

Important: The TAMUK Campus does not have access to the @tamu.edu email address. Be sure to select **I want my @tamu.edu email forwarded to the address below** and enter your TAMUK email address. When finished, click **Activate Account**.

Once your NetID is created, you can complete the **Laserfiche Access Request Form** to request a Laserfiche License or access to the TAMUK Laserfiche Repository or Laserfiche Forms.

If you have questions or need further assistance with this process, please contact Alexis Cano at 361-593-4264.