Visiting Scholar "To Do" List *BEFORE* Leaving Home

1. **Activate your IU e-mail account and internet passphrase.**
   University Information Technology Services (UITS)
   Herman B Wells Library Information Commons; Telephone: 812-855-6789

   Your IU username and passphrase is also used to access IU electronic systems such as One.IU Employee Services, One.IU Classified Ads, IUCAT, etc.

   1. Go to **Create my first IU account** in One.IU, **https://one.iu.edu/**, and click **Start**.
   2. **Enter your last name, date of birth, and University ID number** in the fields provided.
   3. Click **Continue**.
   4. You will see the Guidelines for Appropriate Usage, which are rules and policies for IT account use at IU. After you have read the Guidelines, **enter Yes to agree to these policies.**
   5. Click **Continue**.
   6. Select **Faculty**. Your first IU appointment is as a No-pay Visiting Scholar which is an IU faculty/academic appointment. We do that so you can get a University ID number and IU email account to apply for IU housing and use IU computers before classes begin. After you register for classes you'll be both a Visiting Scholar and a Graduate Continuing Non-degree Student. Then you can change your ID card to a Student ID and get more free services.
   7. From the available options, select where you want to receive your IU email. Faculty and staff should choose **Create Microsoft Exchange** account.
   8. Click **Continue**.
   9. Create a **passphrase**. Using a mix of capital and lower case letters, numbers and symbols is recommended.
   10. **Enroll in Passphrase Self-Service**. If you forget your passphrase, this system will allow you to reset it yourself without having to visit a Support Center walk-in location in person. You can select a question from the drop-down list or enter your own question. Type and re-type the correct answer in the fields provided. **Click Continue to enter further questions.** You must enter at least three questions and answers.
   11. Click **Done**.
   12. Click Print page if you want to print a copy of your account information. To end your session and close your browser, click Exit.
   13. Allow the system at least 20 minutes to process your information, then verify your account. Go to View Accounts in One.IU, https://one.iu.edu/, and click Start. You should see Active Directory Service and the email account you created.

   You can change settings on the IU account to forward all IU e-mail to your non-IU e-mail address. However, IU e-mail is used for official IU correspondence so you must guarantee confidentiality of any forwarded messages. Do not permit *anyone* access to the email account to which you forward IU email.

   You can begin to send messages from your IU email account the same day you activate an IU email account, but cannot receive messages until the following day because the electronic system must refresh overnight. You can make changes to your email account at any time while at IU.

   You can access your Microsoft Exchange e-mail account by logging on to https://www.exchange.iu.edu or by selecting Outlook Web Access (under Campus Tools at campus website, www.iub.edu or www.indiana.edu

Most Visiting Scholars use IU Box, found on One.IU, to store research materials including scanned library resources. An active IU username and passphrase is used to upload and download files to IU Box.

IU recommends never clicking a web link sent by email, including email that appears to come from an official IU source. Instead, access the website by typing the URL yourself.

2. **Notify IU if your arrival date changes** enough to require a new DS-2019 Form and/or a revised letter of invitation that shows the new arrival and departure dates.
    a. Check your passport expiration date. International visitors will be denied entry at the US border if the passport expires within 6 months of the DS-2019 start date or US entry date. Renew in advance if your passport will expire less than 6 months past the date you plan to leave the US.

3. **See the International Scholar Pre-Arrival Guidebook** sent to J-1 visitors by IU International Services (included with your DS-2019 J-visa form sent by express mail). See https://ois.iu.edu/# for additional details for scholars. The International Student Guidebook also has helpful information, https://ois.iu.edu/doc/2016_Intl-Orientation-FINAL.pdf.

4. **Register for IU Two-Step Login.** For step-by-step instructions see Getting started with Two-step login (Duo) at IU, https://kb.iu.edu/d/bfgm. Registration should become available one day after you activate your IU email account. How it works:
    a. When you enter an IU system and see an IU Central Authorization System screen, log in using your IU username and passphrase.
    b. The second step requires verification of your login. Duo will send a notification to your enrolled device, asking you to confirm your request. Your enrolled device can be a smartphone or tablet using the Duo Mobile app, a recorded call to a landline or a one-time passcode sent to a Duo hardware token provided by IU University Information Technology Services.
    c. After you confirm/verify, Duo will finish logging you into the IU system you want to use.

The Duo Mobile app for smartphones or tablets is recommended, but if you don't have such a device, regular cell phones and landlines are also supported. You can register more than one device.