



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

Getting Started – Activating your Courtesy FSUID

The [FSUID](#) is a unique login that provides appointments with an official email account, access to University networks, myFSU portal access, and an FSUCard. **Please allow up to two hours for all accounts to be accessible after appointment processing.**

1. An EMPLID is required to activate an [FSUID](#). Please request this number from your department representative before starting the FSUID activation process.
2. Go to <https://my.fsu.edu>. Under the garnet Sign In button, click on Activate/Manage FSUID.
3. On the FSUID Management page, as a new or first-time user, click **Activate Your FSUID** under New Account.
4. To activate your permanent FSUID, read the information on the Account Activation screen and click Proceed.
5. At the FSUID Activation screen, enter the EMPLID, First Name, Last Name and Date of Birth - all four fields are required. Then click Continue.
6. Courtesy employees who provided their Social Security Number during the application process should enter the last five digits of their SSN to verify their account. If a Social Security Number was not provided, please use the 5-digit Temporary ID provided by your Department Representative. Then click Continue.
7. After the Courtesy employee has verified their account, an FSUID will be assigned and displayed on the Account Activation screen. Make note of the FSUID and then click Continue.
8. Courtesy employees will then be required to select three security questions and enter the answers to each question. These questions will be used to verify the employee's identity and to reset their password. It is very important to remember the exact answers to the questions (i.e. including punctuation, case sensitive, etc.). Then click Continue.
9. Finally, Courtesy employees will need to enter a password for their account. Employees must follow the requirements that are listed on the screen. After confirming the password, click Continue.
10. If the password is accepted, the employee will receive confirmation that the FSUID and its corresponding account has been successfully activated.

Questions? Please contact Amy Walker (850.644.4477) or HR-CourtesyDocs@fsu.edu