How to Create a HawkID for Guest Account Access

1. **Invited guests will receive an email after a student initiates the Guest Account invitation on MyUI.**

   If you already have a U of Iowa HawkID – read this message before proceeding with the below steps.
   If you are a current U of Iowa student or employee, your student should invite you using your U of Iowa email address -- firstname-lastname@uiowa.edu. If you need further assistance, please contact the ITS Help Desk.
   its-helpdesk@uiowa.edu or 319-384-4357

2. **Click on the hyperlink in the email to complete the HawkID set-up process.**

   ### Invitation to create your HawkID at the University of Iowa

   The University of Iowa <its-helpdesk@uiowa.edu>
   Wed 2/20/2019 10:36 AM
   Hawk, Herky T ⌄

   Greetings,

   You have been invited to create a HawkID at the University of Iowa by Emily J Austin.

   A HawkID is your personal identification and is used to access most online services at the University of Iowa. Your HawkID acts as your username, is unique, and remains with you indefinitely.

   Please complete the HawkID set-up process to create your account.

   If you are unable to access the set-up link, navigate to https://iam.uiowa.edu/accounts/create/. Your invitation token is LA24LL.

   This invitation will expire on 3/6/2019.

   If you have any questions, please contact the ITS Help Desk.

   ITS Help Desk
   The University of Iowa
   2800 University Capitol Centre
   319-384-HELP(4357)
   http://its.uiowa.edu/helpdesk
   Please tell us how we're doing in a brief survey.

3. **Complete this form and click the green "Create your HawkID" button.**

   Create your HawkID

   THE UNIVERSITY OF IOWA
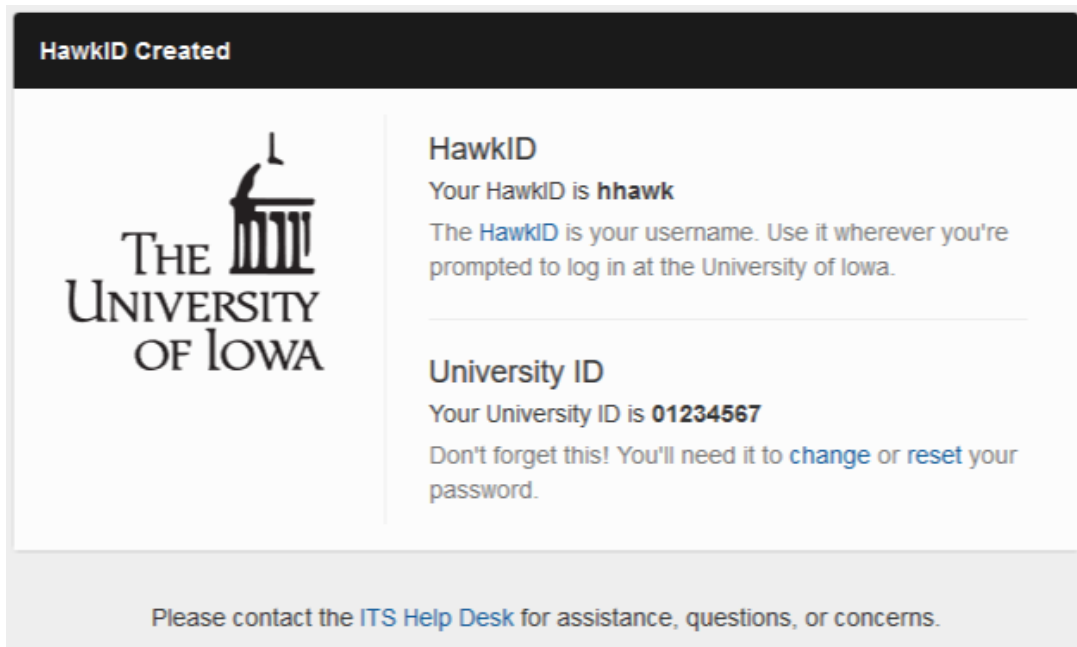
   First name   Last name

   Birthday

   Phone   Home

   Password

   Confirm Password

   Create your HawkID

4. **This screen will be displayed when you have successfully completed the HawkID creation process.**
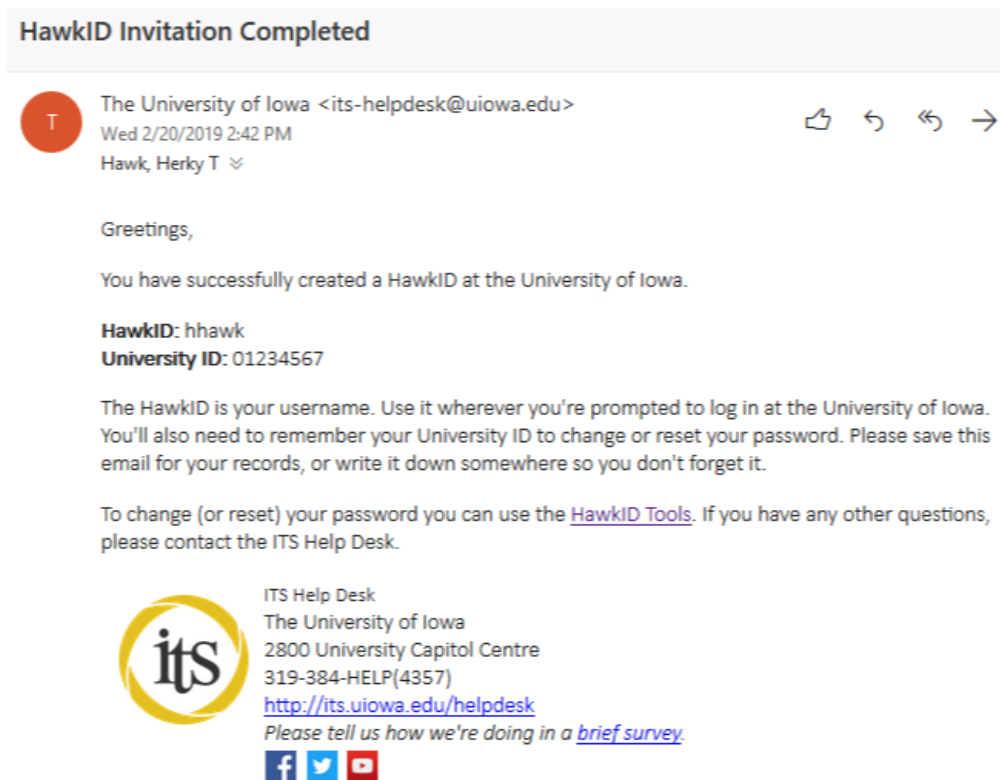
HawkID Created

THE UNIVERSITY OF IOWA

HawkID

Your HawkID is **hhawk**

The HawkID is your username. Use it wherever you're prompted to log in at the University of Iowa.

University ID

Your University ID is **01234567**

Don't forget this! You'll need it to change or reset your password.

Please contact the ITS Help Desk for assistance, questions, or concerns.

5. **You will receive the following confirmation email. <u>Please save this email for future reference.</u>**

HawkID Invitation Completed

T   The University of Iowa <its-helpdesk@uiowa.edu>
Wed 2/20/2019 2:42 PM
Hawk, Herky T

Greetings,

You have successfully created a HawkID at the University of Iowa.

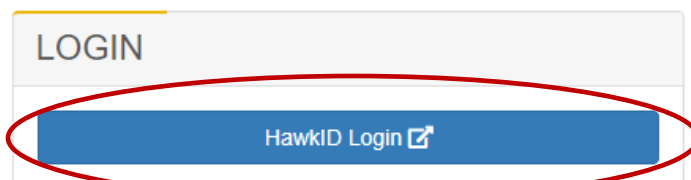**HawkID:** hhawk
University ID: 01234567

The HawkID is your username. Use it wherever you're prompted to log in at the University of Iowa. You'll also need to remember your University ID to change or reset your password. Please save this email for your records, or write it down somewhere so you don't forget it.

To change (or reset) your password you can use the HawkID Tools. If you have any other questions, please contact the ITS Help Desk.

iTS

ITS Help Desk
The University of Iowa
2800 University Capitol Centre
319-384-HELP(4357)
http://its.uiowa.edu/helpdesk
Please tell us how we're doing in a brief survey.

6. **Navigate to <u>myui.uiowa.edu</u> and login, using your newly assigned HawkID, to access your student's information.**

LOGIN

HawkID Login