



## 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.**

- Set up your Emory NetID and password – log on to <https://secure.web.emory.edu/it/acm/getpassword.cfm>.
- Use your birthday and Social Security Number. If you did not report your Social Security Number or are having difficulty using this retrieval method, please click here, <https://secure.web.emory.edu/it/acm/getpassword2.cfm> to use your birthday and home email address. (The home email address is the email that you used to access your application.)
- For help, call University Technology Services (UTS) help desk at 404-727-7777; *our office does not have access to this information; therefore, we are not able to assist you.*
- Log on to OPUS [www.opus.emory.edu](http://www.opus.emory.edu) using the NetID and password that you just 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>> pushbutton.
- You will be required to 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 the Student Center.

You can view your address, enrollment and other information in your Student Center.