NetID

Managing a NetID account

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TUDelft

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Managing a NetID account

Introduction
At the TU Delft the NetID is used as general digital authentication method. The NetID account is your username by which you are known to the TU Delft. Synonyms of the NetID are: username or userid. Your NetID can be used to get access to ICT services (e.g. Brightspace or webmail).

The NetID is a unique code that has been assigned to you by the TU Delft. In order to simplify it, your NetID is based on your name information. In general the initials of your first name and your entire surname are used.
Your NetID is unique. Since a the combination of the initial of your first name and your entire surname are not always unique it might be that your NetID looks different.

Your NetID needs to be activated on the NetID website before you can start using it. When your enrolment via Studielink is finalized and received by the TU Delft, a NetID is automatically created. Education and Student affairs (E&SA) will send you an email that includes your NetID and a link which can be used to activate your NetID.

NetID website: password.tudelft.nl
Several issues affecting your NetID (e.g. activating your NetID or changing your NetID password) can be managed via the NetID website. Before activating your NetID you have anonymous access to the NetID website. After activating your NetID you can normally access so that you can change your password or see account history.

Activating the NetID
A new employee or student receives his/her NetID, e-mail address and so-called one-time key via e-mail. Via the one-time key a password can be set for your NetID. After setting up a password your NetID becomes active. If you are not able to log in after activating your NetID you should follow these steps:
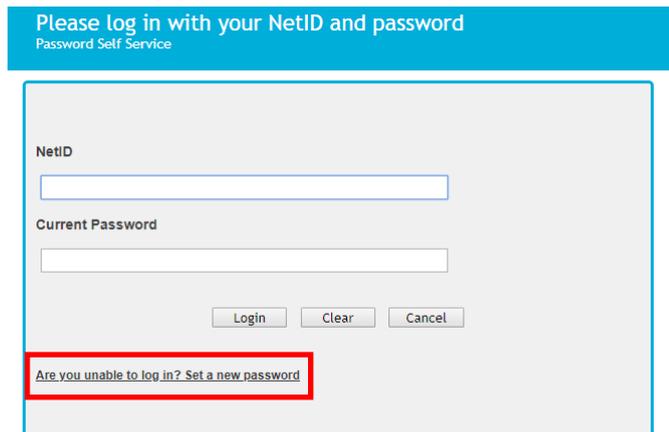
1. Go to password.tudelft.nl
2. Choose "Are you unable to log in? Set a new password"
3. Fill in the requested data and click "Change password". Your NetID should be working afterwards.

Please log in with your NetID and password
Password Self Service

NetID

Current Password

Login   Clear   Cancel

Are you unable to log in? Set a new password

Forgotten NetID user name
Go to the servicedesk. The employees of the servicedesk can look up your NetID. Make sure to bring a legal document (passport, ID, campuscard) with you as means of authentication. If you also forgot your password you can request an one-time key at the servicedesk as well to set up a new password.

Forgotten NetID password
If you forgot your NetID password you can set up a new password through an one-time key. You can receive the one-time key either via e-mail or SMS. In which way you will receive this one-time key depends on what you have filled in earlier. If you have not received an one-time key you should check both your e-mail and SMS inboxes. If you still have not received the one-time key you should visit the servicedesk of your faculty. Make sure you bring a legal document as means of authentication. The employees of the servicedesk can help you with receiving an one-time key or with changing your password.

Changing your password
For security reasons you need to change your password after a specified time. After logging in on a TU Delft computer you will see a pop-up that reminds you that your password will almost expire. However, from this pop-up it is not possible to change your password. You can only change your password at password.tudelft.nl. You will also receive an e-mail when it is almost time to change your password.

There are several safety requirements that your passwords needs to meet. These requirements make your password hard to hack. Your password needs to meet the following requirements:
- Old passwords cannot be re-used
- Must be at least 8 characters long.
- Must include at least 1 number.
- Must have at least 1 symbol (non letter or number) character.
- Must have at least 1 lowercase letter.
- Must have at least 1 uppercase letter.
- Must not include any of the following values: password test.
- Must not include part of your name or username.
- Must not include a common word or commonly used sequence of characters.
- Must have at least three types of the following characters:
  - Uppercase (A-Z)
  - Lowercase (a-z)
 - Number (0-9)
  - Symbol (!, #, $, etc.)

Furthermore the ICT department urgently advises not to use of word manipulations (such as replacing letters by numbers) in your password). An examples of such a manipulation is using 2B instead of To Be.

By following these steps you can change your password:

Step 1. Log in at password.tudelft.nl by filling in your NetID and password. If your password has already expired you can still use it here to log in.
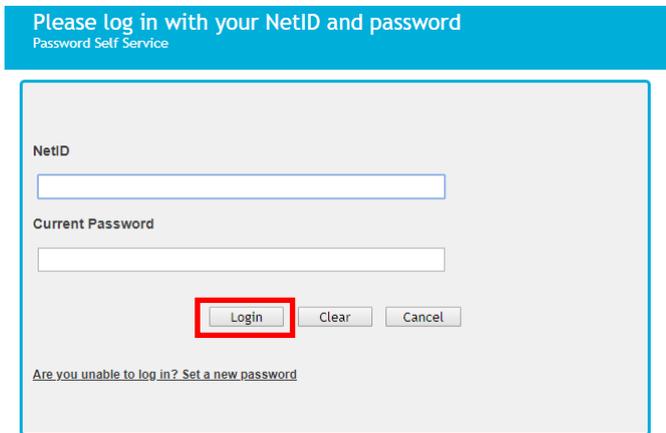
Step 2. Choose: "Change Password". The option to change your password has been marked at the image below. Next fill in your old password and a new password. Your new password should meet all the requirements described above. Lastly, press the button "Change Password". Afterwards you can sign out and use your new password.
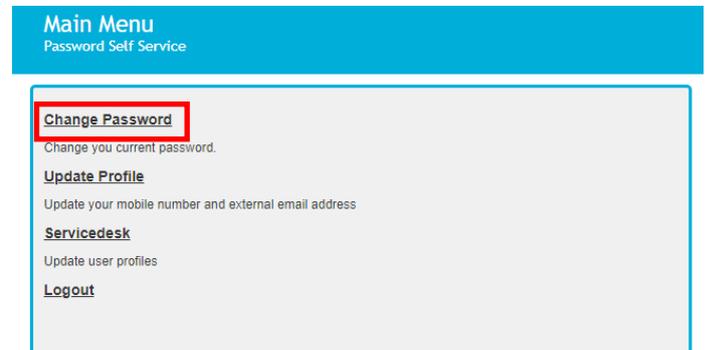
Consequences of changing your NetID password
Your account details at your TU laptop (important for employees)
It might occur that account details known at the NetID website are not synchronous with the account details at your TU Delft laptop or desktop. Your NetID and password are saved locally on your laptop as well and are only refreshed after rebooting your laptop or desktop.

Your new password will only be synchronised with your laptop when you log in again to your laptop while being connected to the DASTUD domain.

If you do not log in like that (e.g. when you are working from home and thus when you are not connected to DASTUD), you will need to still use your old password. Mind that after changing your password at password.tudelft.nl the password changes for all TU Delft applications which require logging in (e.g. webmail or brightspace).

You are connected to the DASTUD domain if you are connected to a wireless network called "tudelft-dastud" or if your device is connected to the adapter by a network cable in BKcity.

Your account details and WEBPRINT printers
It might occur that installed printers at your laptop do not work anmore after changing your password. You can solve this problem as follows:

Windows

1) Click the search icon in the left corner of your taskbar. Search for the credential manager in the search bar (search for referentiebeheer if your operating system is set up in Dutch). Then click on "Windows Credentials".

2) At your saved password you can find an option called lisrv6xx.tudelft.nl . Click on the arrow to see more details and choose "Edit". Here you can change your old password into your new password.

Mac

1) As soon as you sent a new print job to the printers, the printer menu will show the print job with a "refresh icon" next to it. Click on this icon to change your password and fill in your new password.