

Activating Student MacID

A MacID is a unique, alphanumeric identifier provided to all McMaster community members to access various university systems. The MacID is **not the same** as the student number. In activating the MacID, students can gain access to their McMaster e-mail and Avenue to Learn. These are both key platforms that are necessary for the completion of Residency Week and successful completion of the HSED program.

Activation is done through the [online activation tool](#). Before using this tool, ensure that you have access to your offer letter to the HSED Program. This letter will contain (1) your 9 digit student ID, and (2) your 14 digit barcode combination. You will also need to input your date of birth for the activation process.

Please note: Activation of the MacID has a **24–48-hour processing time**. You must activate your MacID before Residency Week. Therefore, you should give a sufficient amount of time in advance of Residency Week to complete this process.

Below, there is a step-by-step process for activating your MacID. If you have any questions or concerns, please do not hesitate to contact HSED Support at hseds@mcmaster.ca.

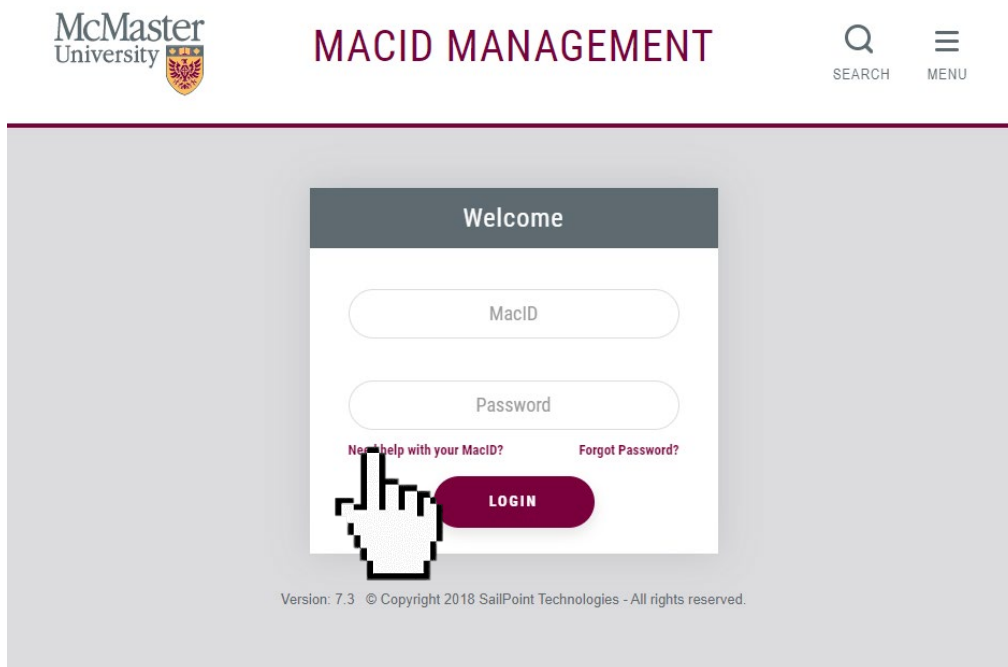
Step-by-Step Process: MacID Activation

Step 1: Go to the online activation tool at:

<https://maciam.mcmaster.ca/identityiq/external/registration.jsf#/register>

If this link does not work, please go to <https://maciam.mcmaster.ca/>. On this page, please press "Need help with your MacID?" (see Image 1).

Image 1. Accessing the activation tool through the alternative link.



Step 2: Select “I Want to Activate My MacID” and then click Next. Shown in Image 2.

Image 2. Prompting MacID Management to begin activation process.

MacID Management

MacID is a unique, common identifier enabling single sign-on for a number of McMaster systems and applications.

Your MacID is not your employee number, student number or applicant number.

Select the best option and click Next to continue: *

I Forgot My MacID

I Want to Activate My MacID

Next

Step 3: Enter all fields presented (student ID, barcode number, date of birth). Shown in Image 3. Ensure that the format for date of birth is correct.

Image 3. All necessary fields for MacID activation.

Step 1 of 4: Enter your Person ID, Barcode and Date of Birth

Person ID - This is your 9-digit student or employee number.

14-digit McMaster barcode number (found on your Student Acknowledgement email if an applicant or student ID card if current student or for Employees on your Welcome letter).

Person ID *

Barcode Number *

Date of Birth *

Format mm/dd/yyyy

Cancel Submit

Step 4: Accept the Terms and Conditions of MacID use, then click “agree”. Shown in Image 4.

Image 4. Accepting the Terms and Conditions of MacID use.

Step 2 of 4: Accept Terms and Conditions

Please Read the following

MacID Terms of Use Acknowledgement
 The MacID issued to me along with my password is a unique code which identifies me to use McMaster University’s computing systems and networks. It is my responsibility to guard the privacy of my password to protect against identity theft that could result in access to my personal information and the possibility of having it changed without my knowledge. I will not share my password with anyone. If at any time I feel that the confidentiality of my password has been or might be breached, I will change my password promptly and report to the Technology Service Desk (via email helpline@mcmaster.ca or via telephone 905-525-9140 x24357) any concern that I may have.

McMaster University’s computing systems and networks are provided to support authorized research, education, administration, intellectual pursuits and related support service goals and objectives. Use of these facilities, including electronic communications, should be conducted in a professional and responsible manner.

I will become familiar with and abide by the ‘McMaster Code of Conduct for Computer and Network Users’ All McMaster University computer and network users are expected to adhere to the following policies and terms and conditions for the services used:

- UTS Managed Email, Terms and Conditions
- Maconline Usage, Terms and Conditions
- Software - Ethical and Legal Use
- Web Pages at McMaster, Terms & Conditions of Use

I have read the above and fully understand the content.

Decline I Agree



Step 5: Confirm readiness to receive One-Time Password.

Once you have accepted the Terms and Conditions, you must confirm that you are ready to receive a one-time password (see Image 5). This password will be sent to your external email account that you had previously provided. If you are unsure about which email you had provided, please check your offer letter and/or your personal email accounts for McMaster University emails. For additional help, you can contact HSED support at hseds@mcmaster.ca

Image 5. Confirming readiness to receive one-term password.

Step 3 of 4: Confirm readiness to receive One Time Password

Attention!

Clicking OK will send a One Time Password to your external email account.
 This password will expire in 7 days, so please ensure you have access to this email.
 Also please check

- Your mailbox is not full and can receive this Password
- Your spam/junk folder if you don’t see One Times password in your primary inbox

If you are not ready, please click cancel to come back at another time.

Cancel OK



Step 6: Locate the email containing your MacID and one-time password.

Step 7: Log into <https://maciam.mcmaster.ca/> with your MacID and one-time password. You will receive a pop-up stating that your password has expired and must be changed. Please click “OK” to this message.

Step 8: Enter your new password and confirm this password. Click “Change”. Please note that your new password must comply with the password complexity rules in place.

Step 9: Once an acceptable, new password is in place, you will be directed to select three (3) authentication questions (see Image 6). Complete all three questions by selecting a prompt and filling out their answers. Once you are done, please press “Save” to complete the authentication process.

Authentication Questions

| | |
|--------------|---------------------|
| Question #1: | --Select question-- |
| Answer #1: | ***** |
| Question #2: | --Select question-- |
| Answer #2: | ***** |
| Question #3: | --Select question-- |
| Answer #3: | ***** |

