

Quick Guide to Claiming Your HarvardKey

For HUID and eCommons holders

Welcome to HarvardKey! HarvardKey is your new, secure login credential that gains you access to the University applications and services you use every day using just one login name and password. It only takes a few minutes to get your HarvardKey — and because HarvardKey is the University's new lifetime credential for students, faculty, staff, and alumni, claim it once and you're good for life.

1. Get Started

This process should take about 10 minutes to claim your HarvardKey and sync your devices. Make sure you first **review the HarvardKey Claim Checklist** at <http://reference.iam.harvard.edu/harvardkey> before beginning. Then, visit <https://key.harvard.edu> and click on the **Claim Your HarvardKey** link.

On the **Select Your User Type** screen, select the **Current HUID/eCommons Holders** tab.

Click **Continue**.

Claim Your HarvardKey

New to Harvard, or haven't yet set up your HarvardKey account? Claim your HarvardKey here.

Claim Your HarvardKey

Select Your User Type

To claim your HarvardKey, please begin by choosing the tab below that best describes you. If you are an alumnus/alumna, and also a current Harvard student, faculty member, employee, or sponsored affiliation holder, please choose either "HUID/eCommons Holders" or "New to Harvard".

Which tab should I choose?

New to Harvard Alumni **HUID/eCommons Holders**

Do you already have an HUID and password (or eCommons credential)? To claim your HarvardKey, you'll need the following:

- Your eight-digit Harvard University ID (HUID) or your eCommons username
- Your password
- A personal email address to use for account reminders

On the next screen, you will be asked to log in using these credentials. If you have any problems during the HarvardKey claiming process, please call the HUIT Service Desk at 617-495-7777.

Cancel **Continue**

2. Log In

Select if you would like to log in with your **HUID** or **eCommons** credentials.

Enter your credentials. Click **Login**.

Please Log In

To log in, please select your login type from the tabs below and enter your credentials. If you're not sure what login type to use, [look here for how you login with HarvardKey](#).

HUID **eCommons**

HMS eCommons Login ID:

Password:

Continue

3. Provide a Recovery Email

Next, you will be asked to provide at least one recovery email address. This address will be kept on file by HarvardKey in case you forget your password or login name, and it's where HarvardKey will send reminders or instructions for password resets. Please note that you may not use a Harvard email address as a recovery email. Providing two recovery addresses isn't required, but it's a good idea in case you lose access to one of them at some point in the future.

When you're done, click **Continue**.

Please specify at least one personal email address to use as a recovery email for your HarvardKey account. If you ever forget your login name or password, we will use these recovery addresses to send you information on how to recover your HarvardKey credentials. Please note that your recovery email address cannot be a Harvard email.

Primary Recovery Email (required)

Secondary Recovery Email (optional)

Quit Registration Process **Continue**

4. Choose a Strong Password

You're nearly finished. The final step is to choose your HarvardKey password. Keeping your personal data — and protected Harvard resources — safe is one of the biggest benefits of HarvardKey, so **your password must:**

- Be at least 10 characters long (and can be up to 120 characters)
- Contain five or more unique characters
- Contain at least three of the following: an uppercase, lowercase, numeric, or special character

Your password **must not include** the following:

- Your email, part of your name, or part of your address
- Common words or acronyms of five or more letters, UNLESS your password is more than 20 characters long — in which case you can use words
- Number sequences with four or more numbers

As you fill in your new password, green checkmarks will appear by the guidelines on the screen to help you. Please don't use the same password for your HarvardKey that you use for anything else. Enter the new password again to confirm your choice. When you're done, click **Submit**.

Password

Your password must contain:

- At least 10 characters and up to 120 characters
- At least 3 of the following: uppercase, lowercase, numeric, or special characters

It may not include:

- Your email, part of your name, or part of your address
- Number sequences of 4 or more numbers
- Character repeated 4 or more times
- Dictionary words or common acronyms of 5 or more letters (passwords of more than 20 characters are excluded from this rule)

New Password

Confirm Password

Submit

5. Success!

You're all set! You'll see a screen that displays your new HarvardKey details, which you can print for your records. You'll also receive a confirmation email (at the recovery address you provided) from Harvard Identity and Access Management with your information, which you can save for future reference.

Also, **don't forget to update your HarvardKey password** in any password managers, apps that save your password, or other places where you may have your password stored. Forgetting to do this could result in your being locked out of your account, so be sure to visit <http://reference.iam.harvard.edu/passwordhelp> and follow the instructions.

You may now use your HarvardKey to access a world of University services, all with the confidence of knowing your data — and protected Harvard information — is safe and secure. **Thank you for claiming your new HarvardKey!**

Need Help?

If you have any questions about claiming or using your HarvardKey, have a look at the Frequently Asked Questions on the HarvardKey help site, located at <http://reference.iam.harvard.edu>. If you can't find the answers to your questions there, or if you need one-on-one help, don't hesitate to contact the HUIT Service Desk at ithelp@harvard.edu or **617-495-7777**.

You have successfully claimed your HarvardKey.

Congratulations! You have successfully claimed your HarvardKey. You will receive an email at your recovery email address(es) once your account has been activated. If you have not received confirmation after 24 hours, please email ithelp@harvard.edu or call 617-495-7777.

Your HarvardKey Details

Login Name:	patpatricks@fas.harvard.edu
Primary Recovery Email:	ilovecambridge@gmail.com
Secondary Recovery Email:	Not Provided
NetID:	pat513

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