HARVARDKEY Claim Checklist

HarvardKey is your new login and password for **accessing your Harvard email and most University applications**. Use your new HarvardKey anywhere that you see the HarvardKey login screen. For users in FAS, Central Administration, or HDS, your HarvardKey will also be your **computer login**.

Getting started with HarvardKey only takes a few minutes and the steps in the checklist below.
If you need help, contact the HUIT Service Desk at ithelp@harvard.edu or 617-495-7777.

Step 1 of 3: Prepare

☑ **Identify the devices you use for Harvard email**

After you claim your HarvardKey, you'll need to update your password on all computers and mobile devices that you use to access Harvard email in order to avoid being locked out of your account. Take a moment now to think of those devices, and if you can, gather them together to update in Step 3.

☑ **If you can, change your password while you're "hard-wired"**

This means connecting via a network cable (ethernet) or VPN. This is important because it allows your password change to sync with your Harvard computer. *For users in GSD, GSE, Harvard Paulson, and Harvard Chan, this step is not necessary.*

Step 2 of 3: Claim Your HarvardKey

☑ **Claim your HarvardKey at https://key.harvard.edu**

Help for existing Harvard users — *students, faculty, and staff who previously held a HUID/password (formerly known as "PIN")*
   • Step-by-step guide: http://reference.iam.harvard.edu/claim-guide-existing-users
   • Video tutorial: https://www.youtube.com/watch?v=FRk5OSphzqY

Help for new Harvard users — *new students, faculty, and staff who have never previously held a Harvard affiliation*
   • Step-by-step Guide: http://reference.iam.harvard.edu/claim-guide-new-users
   • Video tutorial: https://www.youtube.com/watch?v=5Ogp3sLDht8

Step 3 of 3: Update Password on Devices & Apps

☑ **Update password managers and stored passwords**

To avoid being locked out, update any applications where you have your password stored, such as password managers like LastPass, 1Password, or Apple Keychain. This also includes standalone apps (particularly mobile apps) for services like Google Drive or Office 365. If you're not sure of the apps for which you might have stored passwords, jog your memory using this list of University applications that accept HarvardKey: http://reference.iam.harvard.edu/itemized-guide-login-types. Note: If you use the **Harvard Secure wi-fi network**, you will be prompted for your new credentials. Please enter your HUID and HarvardKey password to log in. Mac users may need to re-enroll in Harvard Secure to sync the password. Please visit http://wifi.harvard.edu for instructions.

☑ **Update mail clients and devices you use for Harvard email**

It's very important to change your password on mail clients such as Microsoft Outlook (including Outlook Web Access in your browser) or Apple Mail so you're not locked out. This includes email apps on your laptop or desktop as well as all your mobile devices. *If you have two-step verification enabled for your Harvard email.*

For iOS (iPad/iPhone):
   • Open "Settings", then select "Mail, Contacts, Calendar"
   • Select your Harvard account and tap "Account"
   • Enter your new password in the "Password" field and tap "Done"

For Android:
   • Open the app you use for your Harvard email
   • Tap the "Menu" button and select "More"
   • Select "Settings", then "Account Settings"
   • Enter your new password in the "Password" field and tap "Save"

☑ **See where HarvardKey works at Harvard**

See a list of the applications and systems that accept HarvardKey: http://reference.iam.harvard.edu/itemized-guide-login-types