How do I activate my Purdue Career Account?

Admitted students may access the career account activation page from the Admissions Web site at www.admissions.purdue.edu by clicking on Accept Your Offer or Admitted Students, then Activate Your Online Student Career Account.

Step 1: Obtain Your Login/Username

The career account activation process requires new students to sign by entering the following information:

- 10-digit PUID number (provided in the offer of admission letter)
- Date of Birth
- Career Account Set-Up Password (provided in the offer of admission letter)
- Click Continue to proceed.

Note: Information must be entered in the format indicated by the examples next to each field. Career account setup passwords are case sensitive and should be entered exactly as they appear in your admission letter.
Step 2: Create Your Password

New students are provided their career account login and are asked to create a new, strong career account password. More information about Purdue’s password guidelines and creating a strong password can be found by clicking the “password guidelines” link.

Click **Continue** to proceed.
**Step 3: Specify Your E-mail Setting**

Students can edit their @purdue.edu email account settings. The options are:

- Use Purdue Email Service (you@purdue.edu)
- Forward you@purdue.edu email to an address you specify
- Do not use Purdue Email Service (you@purdue.edu will not receive email)

If forwarding email to another account, the student must specify the account in the box provided.

Remember that the majority of your business with Purdue will be conducted via email or myPurdue. It is important that you elect to receive email communication from Purdue or you may not receive important information about financial aid offers, fee invoices, or communication from Purdue departments and faculty.

Click **Continue** to proceed.
**Step 4: Set Up Your Password Challenge Questions**

Students are asked to choose challenge questions to verify their identity in the event their career account password needs to be reset.

Students are required to choose at least 3 challenge questions, but can choose more if desired.

The exact answers to all challenge questions you’ve selected are required when requesting a password reset from ITaP Customer Service. So, if you choose to provide answers to 9 challenge questions, you would have to correctly answer all 9 of those questions to have a password reset.
When you have selected all of your challenge questions, click **Save Changes** to continue. Answers to challenge questions are stored in an encrypted format. Purdue will never use answers to your challenge questions in any way other than to reset your password.

Alternatively, students may choose to visit the ITaP Customer Service Center in person to have a password reset.
Step 5: Subscribe to Emergency Warning Notification System

Students are offered the opportunity to provide a cell phone number to receive public safety emergency text messages from the University.

Enter your cell phone number and click **Save** or, click **Cancel** to proceed.
Step 6: Request Help with Your Purdue Career Account

The career account activation process is complete. You now have an active Purdue career account and email account. You may now login to myPurdue using your career account login/username and the new password you just created.

Contact the ITaP Customer Service Center if you have any questions or problems with your account.

ItaP Customer Service Center Hours of Operation – Academic Year
Monday through Thursday: 7:00 a.m. to 8:00 p.m.
Friday: 7:00 a.m. to 6:00 p.m.
Saturday and Sunday: Noon to 6:00 p.m.
Closed on University Holidays