INSTRUCTIONS FOR ACTIVATING YOUR RU EMAIL ACCOUNT

After you have been set up in the Banner HR system, you may activate your email account. Human Resources personnel will key in the relevant information to get you into the Banner HR system after all required and approved documentation has been received from the department.

How do I activate my RU email account?

1. Go to the MyRU page at: https://myru.radford.edu

2. Click on “New User? Activate your account”

3. A new screen will appear titled “University Account Activation” and you will enter the following:
   - your last name
   - date of birth
   - RU ID number OR the last four digits of your social security number.

4. Click “Next” and you will be guided through the following tabs. Please follow the instructions for each one for full account activation:
   - Acceptable Use Policy
   - Secret Question
   - Set Password
   - Account Activated