

Activating Your Radford University Account

- Locate the Radford account claim email in your personal or work email account. This email will be from myruid-info@radford.edu with the subject “Claim your Radford University Account.”
- Go to the MyRU login page <https://my.radford.edu>.
- Click on the “New User? ***Activate Your Account***” link below the Login button.
- Enter your username and the Account Claim Code from the email you received from myruid-info@radford.edu.
- Follow the instructions to setup your account and create a new password.

Initial Login

Once you have activated your account and set a password,

- Visit the MyRU login page <https://my.radford.edu>.
- Enter your Radford username and the password you created to log in for the first time.
- During your first login, you will be prompted to set up Duo two-factor authentication which uses the Duo Mobile smartphone app or a telephone call to authenticate your access to Radford systems.
- Follow the instructions to set up Duo authentication.

Once this is completed, you should be ready to access your account at any time by visiting <https://impactlms.radford.edu>

For a detailed set of step by step instructions with screen shots visit www.radford.edu/asset and search for MyRUID.