

Activating your MU accounts

At MU you will have 3 important accounts.

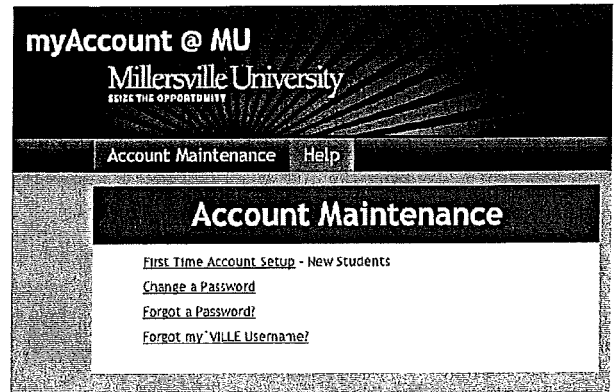
myVILLE – this account provides access to your email, the university portal, computer labs, printing and wireless network access (dorm internet access if you are a resident student)

MAX – this account provides access to registration, grades, transcripts and degree audits, bursar and financial aid

Desire 2 Learn – this account provides access to the online course management system

You can activate all of your accounts in one place in just a few steps through any computer that has internet access.

Open an internet browser and go to: <http://myaccount.millersville.edu> and click “First Time Account Setup”



Step 1

- Enter your M-Number
- Enter your birth date in six digit format ex. 060686
- Enter your home Zip code

This screenshot shows the 'Activate Accounts' step. It features a progress bar at the top with five stages: 'Login', 'Set myVILLE Password', 'Set MAX PIN', 'Set Security Question', and 'Display Summary'. The current stage, 'Set myVILLE Password', is highlighted. Below the progress bar, there are input fields for 'M Number:', 'Birth date:' (with a '(mmdyyy)' hint), and 'Zip Code:'. A 'Submit' button is located at the bottom right.

Step 2

- Choose a myVILLE password - must be a minimum of 6 characters long and contain at least 2 of the following: lower case character, UPPER case character, number, special case character (!, @, \$...)
- Retype to verify

This screenshot shows the 'Set myVILLE Password' step. It features a progress bar at the top with five stages: 'Login', 'Set myVILLE Password', 'Set MAX PIN', 'Set Security Question', and 'Display Summary'. The current stage, 'Set myVILLE Password', is highlighted. Below the progress bar, there are input fields for 'Password:' and 'Retype Password:'. A strength indicator shows 'Weak' and 'Strong' levels. A 'Set Password' button is located at the bottom right.

Step 3

- Set your MAX pin number – must be 6 numeric digits
- Retype to verify

This screenshot shows the 'Set MAX PIN' step. It features a progress bar at the top with five stages: 'Login', 'Set myVILLE Password', 'Set MAX PIN', 'Set Security Question', and 'Display Summary'. The current stage, 'Set MAX PIN', is highlighted. Below the progress bar, there are input fields for 'PIN:' and 'Retype PIN:'. A 'Set MAX PIN' button is located at the bottom right.

Step 4

- Select a security question – in the event that you lose/forget your password the secret question will allow you to reset your password
- Type the answer
- Retype to verify

This screenshot shows the 'Security Question' step. It features a progress bar at the top with five stages: 'Login', 'Set myVILLE Password', 'Set MAX PIN', 'Set Security Question', and 'Display Summary'. The current stage, 'Set Security Question', is highlighted. Below the progress bar, there is a dropdown menu for 'Security Question:' with the selected option 'What city were you born in?'. Below that, there is an 'Answer:' field with 'Millersville' entered. A 'Set Question and Answer' button is located at the bottom right.