

Instructions for activating your Georgetown University NetID (First time users only- Residents and Fellows)



Dahlgren Memorial Library (DML) is the Graduate Health & Life Sciences Research Library at Georgetown University Medical Center and is committed to providing a comprehensive online health and life sciences collection. Electronic resources consist of over 6,400 journals, 140 health focused databases, 20 point of care tools, and over 4,500 online books. You can access DML resources at <https://dml.georgetown.edu> by logging in with your Georgetown NetID username and password.

Follow the instructions in this document to activate your Georgetown University NetID.

Residents and fellows will continue to have access to the online resources of the William B. Glew, MD, Health Sciences Library at MedStar Washington Hospital Center and the MedStar Union Memorial medical library.

These medical libraries remain onsite resources for library services and research support, where trainees can request literature searches, receive training in searching and retrieving scholarly literature, get articles through an interlibrary loan, and find quiet places for individual and small group study.

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WHAT TO DO IF YOU NEED HELP

If you have any problems with the following instructions, questions about your NetID, or have problems logging in to Georgetown University resources using your NetID, please visit <http://netid.georgetown.edu/pw>

It is important to identify yourself as a MedStar Georgetown University Hospital employee when you speak/correspond with Georgetown University Information Services (GU IS).

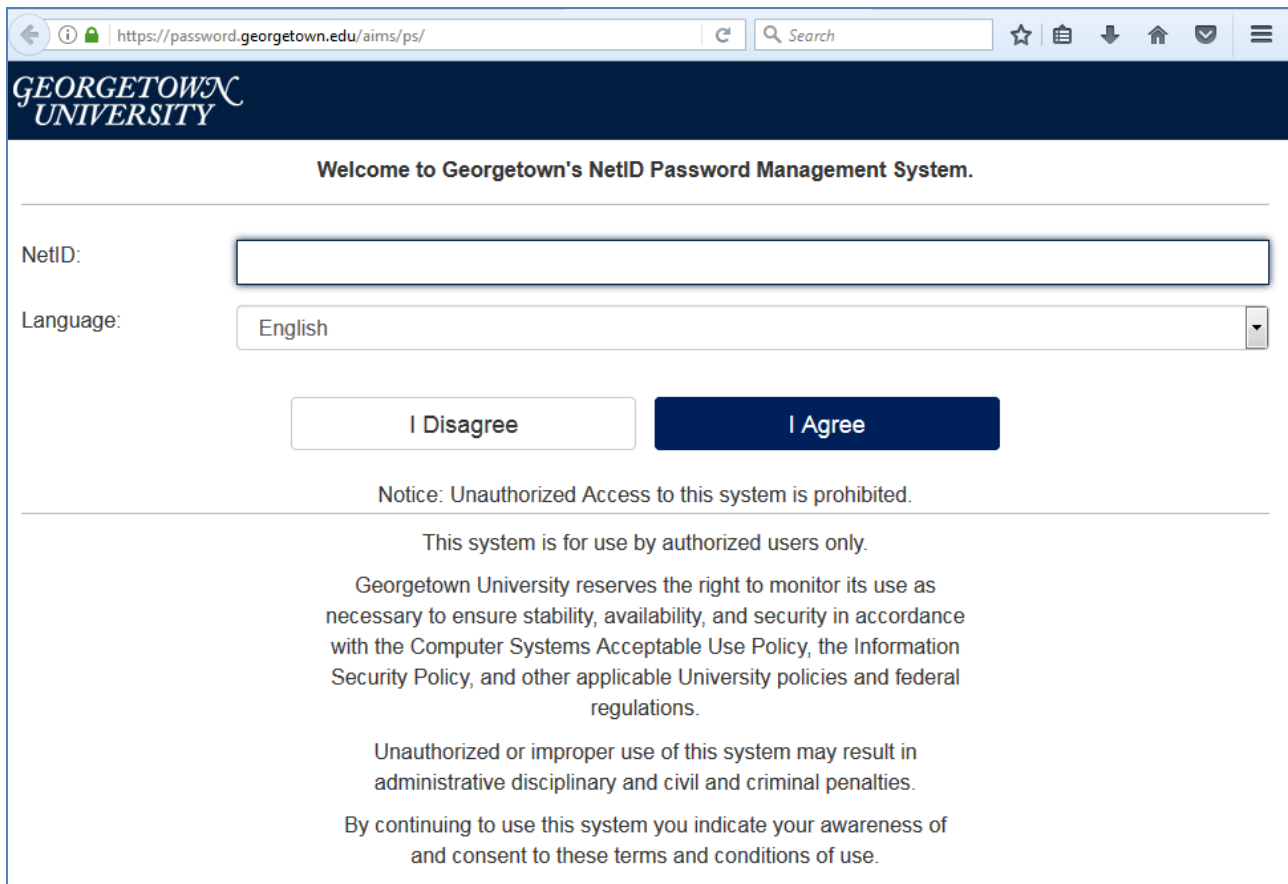
For assistance, you can also email GU IS at help@georgetown.edu or call 202-687-4949.

If you do not know or have forgotten your NetID password **AFTER** enrolling in Password Station, you can answer the hint questions stored in Password Station to create a new password by going to <https://password.georgetown.edu>.

DO NOT CONTACT/CALL THE MEDSTAR IS HELPDESK FOR ASSISTANCE. THEY WILL NOT BE ABLE TO ASSIST YOU.

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1) Go to Password Station at <https://password.georgetown.edu> and enter your GU NetID from the email you received from the GME Office.



The screenshot shows a web browser window with the URL <https://password.georgetown.edu/aims/ps/>. The page features the Georgetown University logo at the top left. Below the logo, the text reads "Welcome to Georgetown's NetID Password Management System." The main content area contains a "NetID:" label followed by a text input field, and a "Language:" label followed by a dropdown menu set to "English". Below these fields are two buttons: "I Disagree" and "I Agree". At the bottom of the page, there is a "Notice: Unauthorized Access to this system is prohibited." followed by a disclaimer: "This system is for use by authorized users only. Georgetown University reserves the right to monitor its use as necessary to ensure stability, availability, and security in accordance with the Computer Systems Acceptable Use Policy, the Information Security Policy, and other applicable University policies and federal regulations. Unauthorized or improper use of this system may result in administrative disciplinary and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use."

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2) Click the “Continue” button and enter in your default password according to the instructions you received in the email from the GME Office. **Your password is case sensitive.**

 **You must first Enroll to use Password Station**

The first step in using Password Station is to enroll. You must provide answers that only you would know to 3 unique identity questions.

You must also confirm your email address, so we can send you a notification anytime your account is accessed via Password Station.

[Continue](#)

 **Primary Domain Logon Verification**

Enter your LDAP UserID and password.



NetID:

Password:

[Cancel](#) [Continue](#)

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3) Select your security questions and click the “Continue” button.

 Enrolling **Georgetown University** 

You will be asked to answer these questions if you need to reset your password, or manage your account.

Question 1:

Answer 1:

Question 2:

Answer 2:

Semi-Private Question: When you call the Help Desk, you may be asked to disclose this answer to verify your identity.

Question 3:

Answer 3:

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4) Once you have finished the registration process, you will then be able to access Georgetown University Resources (i.e. Blackboard). To access Dahlgren Memorial Library online resources, visit: <http://dml.georgetown.edu>