

HOW TO ACTIVATE YOUR MACID

TARGET AUDIENCE: FACULTY

Updated October 29, 2024

OVERVIEW

This document provides instructions for activating your MacID.

WHAT IS MACID AND WHY DO I NEED IT?

MacID is a unique, alphanumeric identifier provided to all McMaster community members to access university systems, resources and applications.

Once you have activated your MacID, you can use it to access a McMaster email address, McMaster library services, and the Faculty of Health Sciences Database (FHS DB), which provides you with a CV platform, tracks credited FHS education contributions, and facilitates your appointment renewal process.

ACTIVATING YOUR MACID

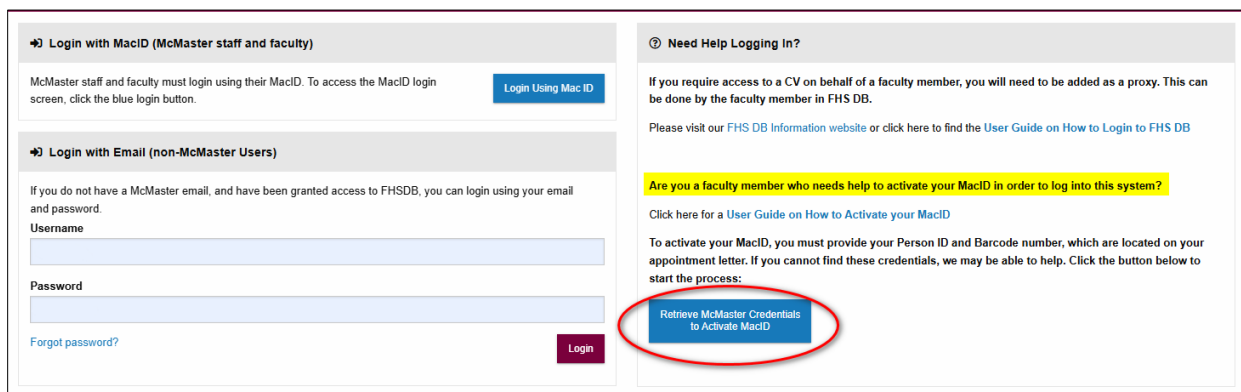
LOCATING YOUR McMASTER CREDENTIALS

To activate your MacID, you will need to provide unique credentials assigned to you, called Person ID and Barcode. This information is provided in your McMaster Faculty Appointment Letter.

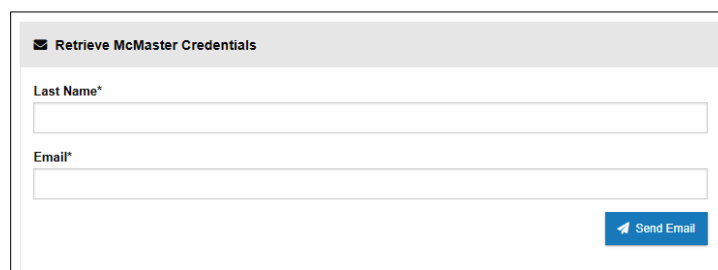
If you have this information, please skip to page 4 for instructions to activate your MacID.

If you do not have this information, you may be able to retrieve it through the FHS DB system by following these steps:

1. Go to the [FHS DB Login page](#) and click on the blue button labelled, “Retrieve McMaster Credentials to Activate MacID”



2. You will be asked to provide your last name and an email address:



3. For security purposes, the email address you provide must exist in the FHS DB system. If the email address is recognized by the system, you will receive a message indicating that an email will be sent shortly to the address provided:

✔ You should receive an email shortly with your McMaster credentials and instructions for activating your MacID. If you do not receive an email within the next 15 minutes, please submit a ticket to our [help desk](#) for further assistance.

Wait for the email to arrive, and skip to step 5.

4. If the email address provided is **not** recognized by the system, you will receive a message instructing you to contact your department's academic coordinator:

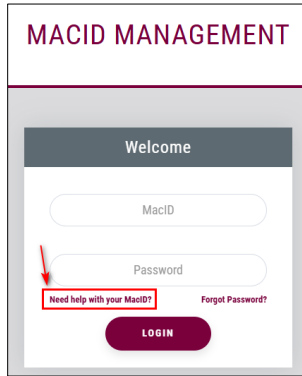
❗ Unfortunately, the email address provided does not match any email addresses we have on record for you. Please reach out to your department's academic coordinator for further assistance.
Once you have your credentials, please see this [User Guide on How to Activate your MacID](#).

If this occurs, reach out to your department and inform them that you were unable to retrieve your McMaster credentials through the FHS DB retrieval method. They will be able to provide further support with regards to obtaining your credentials.

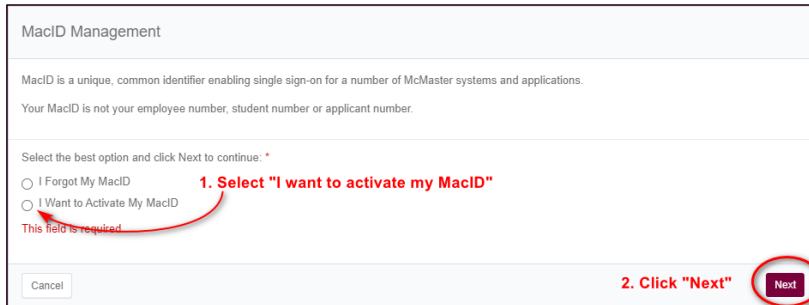
5. Once you have your McMaster credentials (Person ID, Barcode), proceed to the next page for instructions on how to activate your MacID.

ACTIVATE YOUR MACID

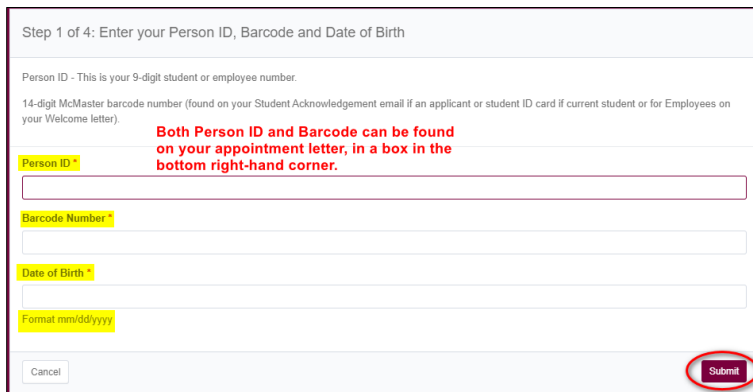
1. Go to <https://maciam.mcmaster.ca/> and click on “Need help with your MacID?”



2. Select “I want to activate my MacID”



3. You will be brought to a screen requesting your unique McMaster credentials, as well as personal information:



4. Continue through these steps to activate your MacID.
5. If you have difficulty during this process, you will need to contact University Technology Services (UTS). Help options are outlined here: <https://uts.mcmaster.ca/contact-us/>.
6. **Once you have activated your MacID, you are required to set up Multi-Factor Authentication in order to successfully log in to FHS DB. Please see the next section for instructions.**

MULTI-FACTOR AUTHENTICATION SET-UP

All McMaster faculty and staff are required to use Multi-Factor Authentication.

1. Go to: <https://office365.mcmaster.ca/mfa/>
2. Click on the “Getting Started” tab and follow the instructions.
3. If you have any issues with MFA, please contact [CSU](#). Place a ticket using option 1 for Desktop Support and General Assistance.

FHS DB LOGIN

Please see our [User Guide on How to Login to FHS DB](#).