



# TECH TIP

## SETTING UP YOUR ACCOUNTS AND PASSWORDS

1. Get your **Touro ID**

Admissions office - 2090 Adam Clayton Powell, Jr. Blvd.

2. Come to the **LIBRARY** and get your **LIBRARY BAR CODE** scanned into the system so you can borrow books.

3. Set-up your **Portal/ Touro E-MAIL ACCOUNT - if you have not already done**

Use one of the library computers set up for this purpose

Go to: <https://touroone.touro.edu>

Select First Time User

Follow the instructions and enter requested information and create a password for the portal. As the end of the registration process you'll be assigned a username for the portal and your Touro e-mail account.

4. Login to the your **COMPUTER ACCOUNT** on the wired network and **CHANGE YOUR PASSWORD**

(You must login to the wired network and change your password before you can login to the wireless network). **Be sure to select the MED domain.**

Your user name:

same as for TouroOne Portal – usually first initial and last name. If you have a first initial last name combination that applies to more than one person, you might have a number also assigned to your username).

DO & Master's initial password

tourocom +year graduating

Pharmacy initial password

tourocop+year graduating

e.g. tourocom2021 or tourocop2021

**CHANGE YOUR PASSWORD TO SOMETHING YOU CAN REMEMBER it must be at least 6 characters long**

5. Register for an **OFF CAMPUS ACCESS ACCOUNT TO USE THE LIBRARY ELECTRONIC RESOURCES**

Go to: <http://accounts.tourolib.org>

Click Register

Be sure to choose a username and password you can remember – no one else will know it.

6. Go to Exam Master <https://erms.tourolib.org/database/299> and create an account using your Touro E-mail address.



*Sheldon L. Sirota D.O.*  
MEMORIAL LIBRARY

TOURO HARLEM CAMPUS

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