**Manage Users – Set Someone in Re-auth**

1. Upon clicking the link, you will be asked to log-in (via PING single sign-on) and will be taken to your VU Identity Home page.

2. To set an account in re-auth (or access other manage user tools), click the hamburger icon in the top left of your screen. You will find it situated to the left of the “Home” button.

3. Clicking the hamburger will expand the drop down menu items. Select “Manage User” to see available options. Select “Set Account in Reauth.”
4. Find the user you wish to set in Re-auth and select them. The VU Identity solution supports searching the user by name or ID.

- **Note:** You can always use the Advanced Search options if needed.

5. Once selected, you will see a screen where you are asked to provide information on the reauth request. Please provide the Requestor information and comments if necessary and click “Continue.”

- **Note:** You may be the requestor and you can use your own name.
6. The next page will ask you to verify all the information is correct. Verify the information and click “Confirm.”

7. After clicking “Confirm,” you should see a “Success” page. Click “Done” to complete.