1. Go to [myaccess.apple.com](http://myaccess.apple.com) and click **Sign Up**

2. Complete the required information, be sure to use your University email address. Click **Next**

3. Apple will send an email to validate your Apple ID. Open the email and paste the **validation key** into the box on the webpage, when prompted
4. Enter 26445 as the Customer Account Number or Company/Institution Name

5. After reviewing the agreement, click I Agree
6. Complete the required fields and click Next
7. Select the Registered Proposer role and enter your manager's information

8. Once you verify the information, click Submit

Related FAQs

- Do employees get a discount on personal computer purchases?
- Is there any suggested software for students?
- How do I purchase a new University-owned computer?
- How do I create an Apple account to purchase a new University computer?
- Am I required to own a computer, as a student?