Creating an account

Please note, if you have received emails from “Mailbox - DoIT - Equipment Checkout” regarding a prior reservation then you already have an account in the system. On the site below, select Log In and then click Forgot Password. Enter your UIN in Member ID field to receive an email to reset your password to something of your choice.

To create a myTurn account:

1. Go to [https://tamudsait.myturn.com](https://tamudsait.myturn.com)
2. Select Create Account in top right corner
3. Enter your information in all fields and click Submit
   • Email addresses and usernames are unique across all platforms of myTurn, including platforms used by other organizations. A message will appear if username is already taken. If address is taken you may already have an account in the system. Use the Reset Password option to send a password reset to your email.
4. You will then be taken to a screen with additional user fields. Please fill in the Employment Title field.
5. If you are a student worker or member of a student organization select the tab at the top for Supervisor or Advisor Info and complete their information as well.
6. Click Save at the bottom when completed.

You will receive two emails.

1. Email confirmation - please click the link in the email to confirm your email address
2. Welcome email - confirmation of your username and email, no action necessary

Before you can reserve items, your account must be approved by someone on the Service Desk team. We periodically review pending user requests for approval and may contact you if your information appears incomplete. If you wish to expedite approval, please call us at 979-862-7990.