Activating New E-mail Accounts

E-mail activation should be done as soon as possible after an NU ID number has been issued.

Problems, contact:  
Jim Hines (402) 472-6708  
Gregg Hutchison (402) 472-5436  
Tri Tran (402-) 472-8289  
Karen Jensen (402) 472-7569 (SNR Employees Only)

1. Go to https://id.unl.edu/claim to claim the employees account.  
   NOTE: If taken to My.UNL ID management service page click on “id.unl.edu/claim.”

2. Read the Policies, select the “Certify” checkbox, and click “Continue.”

   My.UNL account claim

   Welcome to the University of Nebraska-Lincoln. You are beginning the process to claim your new My.UNL account. First, you must read and understand the responsibilities that are expected of you when you use UNL technology resources.

   University of Nebraska-Lincoln Computer Usage Policies

   * I certify that I have read the policy on computer privileges and responsibilities and I agree to abide by this policy.

   Continue  Cancel
3. Fill in the required fields and click “Continue.” Make sure to use your full legal name when you started at UNL.

**My.UNL account claim**

To begin the account claim process, we need to match you with the account that was automatically created for you when you entered UNL. It is critical that all of the fields below are filled out completely and accurately - we will be matching you against your full legal name (used at the time you were accepted or hired to UNL).

If any of the requested information does not match what UNL has on record for you, you will not be able to proceed with this account claim process. If you have any trouble with the process, please feel free to contact the UNL Help Center from 7:30 am to 11:30 pm (Central Time) at 402-472-3970 in Lincoln, NE or toll-free in the US 866-472-3970. You may also email the help Center at helpdesk@unl.edu if you prefer.

<table>
<thead>
<tr>
<th><strong>Field</strong></th>
<th><strong>Value</strong></th>
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<tr>
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</tr>
<tr>
<td>Year of Birth</td>
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</table>

* Indicates a required field

4. Go to [http://is.unl.edu/emailhome/activation#tab3](http://is.unl.edu/emailhome/activation#tab3) and click the “Activate” button.

**For activation you'll need**

Your My.UNL (Blackboard) user name and password (EXAMPLE: jdoe2)

****NOTE**** If you have never used Active Directory and never done the Identity Management (IdM) account claim, then you must perform the account claim ([http://id.unl.edu/idam](http://id.unl.edu/idam)) prior to activating your Office 365 account. Account claim will activate and sync the My.UNL and Active Directory credentials with a single user name and password for you to remember.

Forget Your Password? Go to: [http://id.unl.edu](http://id.unl.edu)

***ACTIVATION IS CURRENTLY RESTRICTED - CONSULT YOUR LOCAL TECH SUPPORT***

**GO TO OFFICE 365 ACCOUNT ACTIVATION**

- Login using your My.UNL credentials
- A webpage will display your identity and account information
- You may choose a preferred email address
- An email confirmation will be sent to your Lotus Notes account
- All new email will be forwarded to the new Office 365 account
- You will still have access to your Lotus Notes account
5. Click on “create Office365 account.” Use the automatically generated username (i.e. kjensen99) to create the e-mail address. That is the one we will use for our records.

6. Wait for the completion of the activation of the account. This may take several minutes.

7. SNR EMPLOYEES: When your account is created, e-mail the SNR Hires and Separations Coordinator, Karen Jensen (kjensen4@unl.edu) with the new e-mail address.

NOTE: If you are logging into your mobile device or using webmail at a computer away from UNL, your username will include @unl.edu (i.e. kjensen99@unl.edu).