

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.”

UNIVERSITY OF NEBRASKA-LINCOLN Help

My.UNL ID management service

Your My.UNL username and password gives you access to services that UNL provides for our students, faculty, and staff - such as the My.UNL Academic Portal, the Active Directory system, NUgrant, and access to the campus wireless network (along with many more).

The My.UNL username and password are different from the TrueYou credentials, which are used for Firefly (SAP) and MyRed (Peoplesoft). A set of both TrueYou and My.UNL credentials are currently required for each UNL employee or student to have access to all services.

Please enter the requested information, and then click **Login**.

User ID

Password

If you have forgotten your password, please click [here](#).

If you are a new employee or student who needs to claim their account for the first time, please visit id.unl.edu/claim

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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 we expect from 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.

*

* indicates a required field

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.

First Name	<input type="text"/>	*
Last Name	<input type="text"/>	*
NUID	<input type="text"/>	*
Month of Birth	January	*
Day of Birth	1	*
Year of Birth	2000	*

* indicates a required field

4. Go to <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/claim>) **prior to activating your Office 365 account**. Account claim will activate and sync the MyUNL and Active Directory credentials with a single user name and password for you to remember.

Forget Your Password? Go to: <http://id.unl.edu>

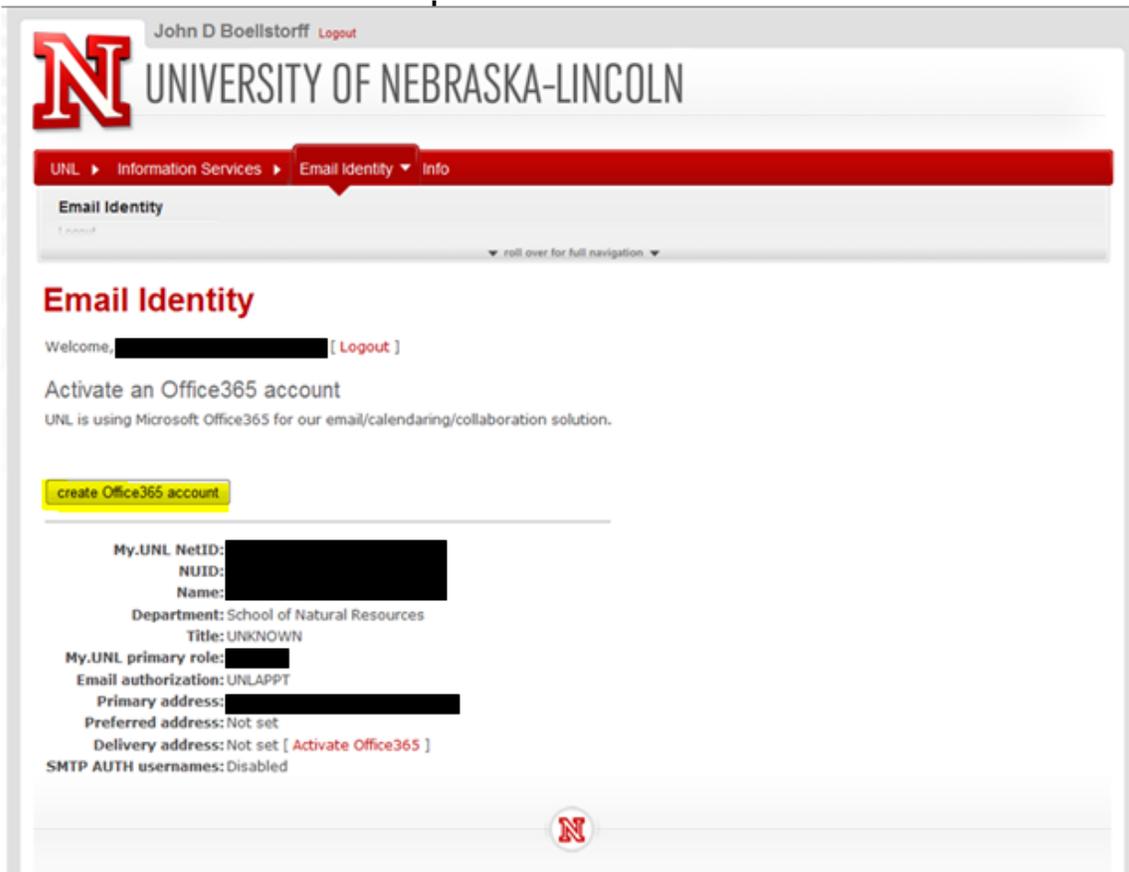
*****ACTIVATION IS CURRENTLY RESTRICTED - CONSULT YOUR LOCAL TECH SUPPORT*****

GO TO OFFICE 365 ACCOUNT ACTIVATION

Activate

- Login using your MyUNL 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).