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 5-Help (212-305-4357) • 5help@columbia.edu • www.cubhis.org

Getting Started for Students: Sign Up for Columbia Email

The key to accessing computer services and online resources at Columbia is your University Network ID, or UNI. This also acts as the first part of your full Columbia email address: *youruni@columbia.edu*. Columbia students are automatically assigned one of these unique identifiers, consisting of your initials plus an arbitrary number: abc1234. After you activate your UNI, you can begin using your Columbia email account, electronic journals, and much more.

- Your UNI account serves as your official academic email address. It is vital that you check it regularly, or you may configure email forwarding if you wish to receive Columbia related emails at a different address.
- Remember to always keep your UNI password secret - you are responsible for your account. If you share your password with anyone, your account may be suspended or permanently invalidated.

Activating Your UNI

If you have not yet activated your account, please go to the **myUNI** web site:
<http://uni.columbia.edu>

You can also reach myUNI by going to <http://www.columbia.edu> and selecting the **Email and Computing** link at the bottom of the left column.

Then select the **myUNI** link at the next page, under the **Quick Links** heading.



Please follow these steps at the myUNI web site to activate your account and select a password:

The screenshot shows the myUNI website with a navigation menu on the left and a main content area. The main content area has a header 'myUNI' and a box titled 'Login to Manage Your UNI Account' with a sub-header 'Getting Started'. Under 'Getting Started', the link 'Activate a NEW UNI Account' is circled in red. Below this, there is an 'Account Maintenance' section with a 'Forgot Your Password?' link and a 'Forgot Your UNI? (lookup Your UNI by name)' search box.

1. At the myUNI page, select the **Activate a NEW UNI Account** link.

If you do not know your UNI, you can type your name into the **Forgot Your UNI?** field to search for it.

2. You must review and accept the next two pages of **Computer and Network Use Policies** (scroll to the bottom of each page and select the **Accept** button).

These policies are also available at <http://www.columbia.edu/cu/policy> and contain important rules regarding computer, email and network use for all Columbia students. It is your responsibility to be sure that you understand and will comply with them.

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The form to select your password will appear.

1. Type your UNI in the appropriate field.
2. Create a password, making sure it meets the Columbia password requirements:
 - Between 6-8 characters
 - A mixture of letters and non-letters (numbers or special characters)
 - Cannot be or contain a word found in the dictionary
3. Enter the same password in both fields. Passwords are case-sensitive.
4. Enter your Social Security number, without dashes or spaces.
5. Enter your date of birth, using a full four digits for the year.
6. Leave the PIN field blank - they are not currently required.

If you are not able to activate your account, please log on to eSupport at: <http://support.cubhis.org> for immediate assistance from a technician.

myUNI

myUNI > Activate Your Account

Note: Do not type the student identifier that is composed of the letter 'C' followed by a nine-digit number in any of the following boxes.

Enter your UNI (University Network ID)

UNI [Look up UNI](#)
[Can't find UNI](#)

Create your password

Choose a password [Password requirements](#)
Retype password

Enter identifying information

U.S. Social Security Number [About SSNs](#)
Date of Birth Type the four-digit year

Enter authenticating information

PIN [About PINs](#)
Leave blank unless you have been given a PIN.

Be sure to memorize your password once you have chosen it! If you forget it, you must come by the Information Commons service desk on the 2nd floor of the Health Sciences Library with your ID.

Your Columbia email account should be available within 2 to 4 hours after activating your account.

Important Things to Know About Your UNI Account

- Your UNI and password give you access to a variety of services other than your Columbia email, including:
 - Wired and wireless network access on the Medical Center campus
 - Student Information Systems (registration, grades and more)
 - Electronic library resources including CLIO, Columbia's online catalog
 - Access to free and discounted Columbia licensed software programs
 - The online curriculum system including Courseworks
 - The NINJa printing system and your page quota
 - Discounts on computer and technology related purchases
- You can log into **myUNI** at <http://uni.columbia.edu> to set a vacation or away message, forward your Columbia email to a different email address, configure email filtering, change your password, purchase more pages for you NINJa printing quota, and request an account upgrade if you require more than the standard 250 MB of space on the mail servers.
- CubMail is Columbia's web based email access: <https://cubmail.cc.columbia.edu> - please select the **About CubMail** or **Frequently Asked Questions** links on the CubMail site for information.
- If you'd like to configure an email program on your computer to access your Columbia email, please see <http://www.columbia.edu/acis/software/email.html> for information and tutorials.
- For more tips visit our **Student Email and UNI** page: http://www.cubhis.org/getting_started/email.html