Information Technology provides you a variety of services throughout the time you are a student at Union University. You may start using these services two working days after you are first registered for classes in the University’s student database.

GETTING STARTED

Before you log into any of your accounts, you must change your initial password using one of the two following options. After changing your initial password, you can use your new password to access each of your accounts. Keep your password private.

To start, if you do not know your username, you can get it at www.uu.edu/it/networking/usernames

Option A: To change your initial password on a campus lab PC (2 working days after you have been registered for classes):
- On any unused PC in a student lab, you should see a login screen; enter your username (see above for help)
  - Note: If your username (without @my.uu.edu) is longer than 20 characters, use your full UU e-mail address
- Your password for first-time entry is the last 6 digits of your Social Security Number
- Click ‘Enter’ and you will be told your password has expired; click ‘OK’
- You will enter/verify a new password 6-16 characters long using numbers and/or letters
- Use this new password for access to all the sites below; you can change your password at any time at password.uu.edu

Option B: To change your password using a non-UU computer (2 working days after you have been registered for classes):
- Using any internet browser, go to password.uu.edu (Do not type www)
- Read the instructions presented, then enter your UU e-mail address (username@my.uu.edu - see above for help)
- Enter the identity verification information requested
- Enter/confirm a new password 6-16 characters long using numbers and/or letters
- After you enter/retype a non-UU e-mail address for notification, click ‘Submit Password Reset Form’
- If your request is successful, you will receive confirmation of your password change. This will be sent to your UU e-mail address and to the alternate (non-uu.edu) address you entered. You can use your new password within 2 minutes.
- Use this new password for access to all the sites below.

ACCOUNT RESOURCES & INFO

For more information about your accounts, see www.uu.edu/it/training/accounts.cfm

New-student frequently asked questions can be found at www.uu.edu/it/training/newstudents.cfm

Portal

Collaboration + Communication + Connection
Secure private access to...
- Portal (portal.uu.edu)
- calendar, student UU e-mail
- BlackBoard
- Webadvisor
- Union Announcements, events, news
- e-announcements by campus, category, date
- student/employee pictures, contacts
- links to Union Resources, UU Alerts, social media
GRADES, CLASS REGISTRATION, SCHEDULES

Web-based accounts provided:

- Please wait 30 minutes after you change your password (above) before accessing any of these accounts
- Remember to log out when you are finished using each account
- WebAdvisor (webadvisor.uu.edu)
  - Provides grades, billing information, class registration/schedule, etc.
  - Click ‘Log In’; the User ID is your username (see above for help)
- (cont.) Click the ‘Students’ tab to access your academic and financial information

ONLINE AND WEB-ENHANCED COURSES

MoodleRooms (online.uu.edu)
  - Provides online course resources
  - Login (see above for help)
  - Set your profile settings (under settings block on left hand side)

STUDENT E-MAIL AND FILE STORAGE

Microsoft Live e-mail (mail.my.uu.edu) and file storage (skydrive.live.com)
  - This Union e-mail address is an official means of university communication; check it frequently
  - Your SkyDrive account provides private storage space
  - You may keep your e-mail and storage space for life
  - Be sure to ‘Sign In’ (not ‘Sign Up’); you may have to answer a few questions the first time you sign in
  - Your Windows Live ID for either e-mail or SkyDrive use is your Union e-mail address: your username (see above for help) followed by @my.uu.edu (for example, george.burdell1984@my.uu.edu)

OTHER SERVICES AND INFO

- General-purpose and departmental computer labs; see www.uu.edu/it/help/labhours.cfm
- Microsoft Office in labs (Word, Excel, PowerPoint)
- Filtered internet access; UU_Wireless in academic and resident buildings
- Laser printing in labs; see www.uu.edu/it/services/paperwise.cfm
- Printing from your laptop to any PawPrint-designated printer; see www.uu.edu/it/services/pawprint.cfm
- Free anti-virus software, security guidelines, purchasing info and more at www.uu.edu/it/help/software.cfm
- Computer repair (Computer Science department): 731-661-5577 or hli@uu.edu (Dr. Haifei "Max" Li)
- See our Acceptable Use Policy at www.uu.edu/it/policies/aup.cfm

FOR ADDITIONAL HELP

- Visit us at www.uu.edu/it
- Or by e-mail at help@uu.edu
- Or by phone at 731-661-HELP (4357)