Before you sign into any of your accounts, you must change your initial password using one of the three 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 password using a non-UU device/computer (2 working days after you have been registered for classes)...

1. Using any internet browser, go to password.uu.edu (Do not type www; you may need to use a laptop or desktop computer)
2. Read the instructions presented, then enter your UU e-mail address (username@my.uu.edu - see above for help)
3. Verify your identity as requested
4. Enter a new password 6-16 characters long
5. Enter/retype a non-UU e-mail address for notification, then click ‘Submit Password Reset Form’
6. You should receive confirmation of your change. This will be sent to your UU e-mail address and to your non-uu.edu address. You can use your new password within 2 minutes
7. Use this new password for access to all Union sites. Change it any time at password.uu.edu

OPTION B: To change your password using our free Ellucian GO university app...

1. Get the app at your Android, Apple or Kindle store; select Union University in the school list
2. In GO’s menu, select Password Management
3. You’re at password.uu.edu; read OPTION A

OPTION C: 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 sign-in screen; enter your username (see above for help)

1. Enter your password; for first-time entry, it is the last 6 digits of your Social Security Number
2. Click ‘Enter’ and you will be told your password has expired; click ‘OK’
3. Enter a new password 6-16 characters long
4. Use this new password for access to all Union sites. Change it any time at password.uu.edu

FOR MORE INFORMATION ABOUT YOUR ACCOUNTS, SEE www.uu.edu/it/training/accounts.cfm

ACCOUNTS PROVIDED:
- Please wait a few minutes after you change your password (Option A, B or C) before accessing any of these accounts
- Remember to sign out and exit your browser when you finish using each account
- Portal (portal.uu.edu)
  - Access many university resources, including Moodlerooms, UU e-mail, grades and more in a single place
  - Reduce the number of times you must sign in to access other services
  - See www.uu.edu/portal to learn about the portal, what devices/browsers to use and how to sign in
- Moodlerooms (online.uu.edu)
  - Access online resources for selected courses
  - Read the ‘first time’ steps on the sign-in page
  - Sign in as instructed
- Microsoft Office 365 e-mail (www.outlook.com/my.uu.edu)
  - Your @my.uu.edu e-mail address is an official means of university communication; check it often
  - You will have Union e-mail service as long as you are enrolled at Union
  - Your username for e-mail sign-in is your e-mail address
  - After you sign into Office 365 using a laptop, desktop or tablet, you can connect your mobile devices to your email account: At the top right of the e-mail page, click the gear icon then select ‘Options.’ On the left side of the Options page, select ‘phone’ then use the link ‘set up the device to synchronize with Microsoft Exchange.’ Microsoft explains how to connect devices to its Exchange systems.
INFORMATION TECHNOLOGY provides you a variety of services throughout the time you are registered for classes at Union University. You may start using these services two working days after you are first registered for classes.

YOU CAN ACCESS ALL I.T. SERVICES AT:
• www.uu.edu/it (includes Help contacts)
• portal.uu.edu (sign-in required)

SPECIFIC SERVICES AND INFORMATION:
• Frequently asked questions; see www.uu.edu/it/training/newstudents.cfm
• Filtered internet; wireless in all buildings
• Support for mobile devices, including how to get the free Ellucian GO university app; see www.uu.edu/it/mobility/
• Acceptable Use Policy; see www.uu.edu/it/policies/aup.cfm
• Purchasing info, FREE Microsoft Office; see www.uu.edu/it/help/software.cfm
• General-purpose and departmental computer labs; see www.uu.edu/it/help/labhours.cfm
• Laser printing in labs; see www.uu.edu/it/services/paperwise.cfm
• Printing from your laptop to designated printers; see www.uu.edu/it/services/pawprint.cfm
• Latest version of this brochure; see QuickLinks in www.uu.edu/it/
• Computer repair (Computer Science - Dr. Haifei ‘Max’ Li): 731-661-5577 or hli@uu.edu

IDENTITY- AND DEVICE-PROTECTION TIPS:
• facebook.com/stopthinkconnect
• @stopthinkconnect (Note: no ‘i’)
• www.StopThinkConnect.org

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