

## Instructions for Intensive English Program students to claim their My.UNL account

Go to [id.unl.edu/claim](http://id.unl.edu/claim) to claim My.UNL account

1. Click on University of Nebraska – Lincoln Computer Usage Policies link

**UNIVERSITY OF NEBRASKA-LINCOLN** Logged in as: ClaimUser  
Logout Help

### 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

Continue Cancel

© 2009 University of Nebraska-Lincoln | Lincoln, NE 68588 | 402-472-7211 | [About UNL](#) | [comments?](#)

2. Read policies

**UNIVERSITY OF NEBRASKA-LINCOLN** Search this site, all UNL or for a person

## Computer Use Policies

UNL Computer Use Policies

UNL Visitor Prospective Student Current Student Faculty/Staff Research & Innovation

**Computer Use Policies for UNL Faculty, Staff and Students**  
University of Nebraska-Lincoln faculty, staff, and students are expected to use all computing resources responsibly and are expected to adhere to guidelines and policies as set forth by the university and laws and regulations of federal, state and local government.

**UNL Privacy Policy**  
This document, as approved by the UNL Faculty Senate, January 2003, provides the official privacy statement from the university that all university web providers should abide by and make available to the public.

**Executive Memorandum No. 16**  
*Policy for Responsible Use of University Computers and Information Systems*  
This document sets forth the University of Nebraska's administrative

**Guidelines for Use of Computing Resources at UNL**  
*This document supersedes all previously released versions of the following documents:*

- Guidelines for Use of Computing Resources at UNL
- Policies for Use of Computing Resources
- Ethical Principles for the Use of UNL Computing Resources

This document outlines guidelines for computing resources at the University of Nebraska-Lincoln including information regarding responsible use of resources and enforcement of sanctions associated with violations of responsible use.

**I. Computing Resources**  
The University of Nebraska-Lincoln offers computing resources for use by UNL faculty, staff and students. These resources include information

3. Click in check box to certify you have read policies. Click Continue.

**N** UNIVERSITY OF NEBRASKA-LINCOLN Logged in as: ClaimUser  
Logout Help

## 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

4. Provide information below. Click on Continue

**N** UNIVERSITY OF NEBRASKA-LINCOLN Logged in as: ClaimUser  
Logout Help

## 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 \*

Last Name \*

NUID \*

Month of Birth January \*  Day of Birth 1 \*  Year of Birth 2000 \*

\* indicates a required field

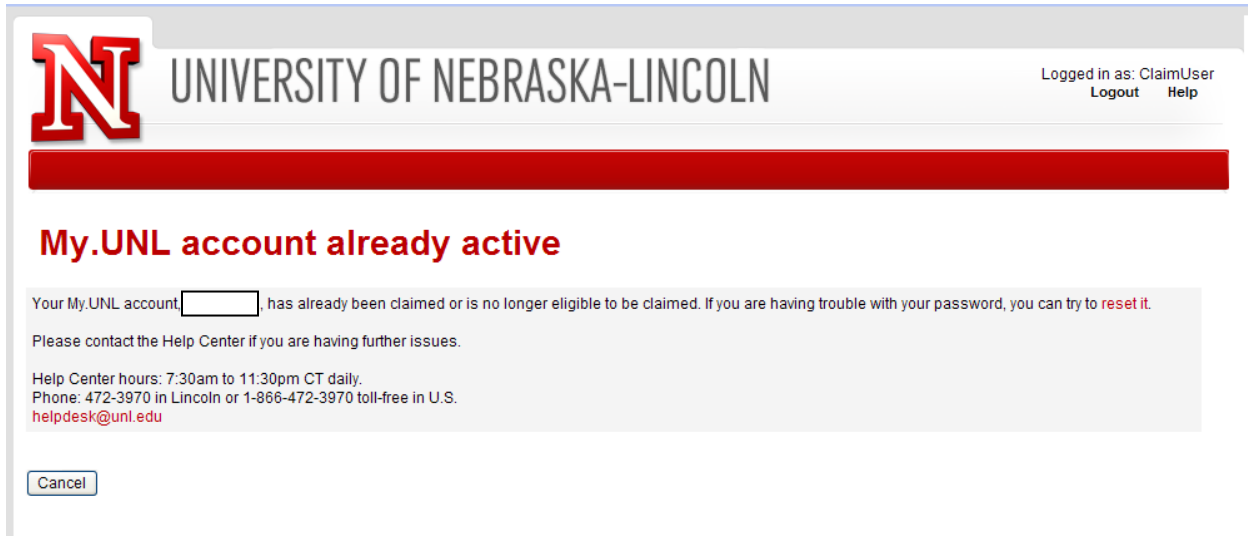
5. Create a password


The screenshot shows the 'Set your new My.UNL password' page. At the top left is the University of Nebraska-Lincoln logo (a red 'N') and the text 'UNIVERSITY OF NEBRASKA-LINCOLN'. At the top right, it says 'Logged in as: ClaimUser' with links for 'Logout' and 'Help'. Below the header is a red horizontal bar. The main heading is 'Set your new My.UNL password'. A welcome message states: 'Welcome, please enter and confirm your new password. This action will set the password for systems that use your My UNL ID. This includes UNL services like the My UNL Academic Portal (Blackboard) as well as Active Directory services like the UNL Computer Labs or Uniprint.' Below this are three input fields: 'User ID', '\* Enter Password', and '\* Confirm Password'. A section titled 'Passwords must conform to the following rules:' lists requirements: must be 8-127 characters, must not contain attribute values, and must meet at least 3 of 4 conditions (1 numeric, 1 special character, 1 uppercase, 1 lowercase). A red asterisk indicates a required field.

6. The screen below will appear when the account has been claimed.

The screenshot shows the 'My.UNL account claim' confirmation page. It features the same header as the previous page. The main heading is 'My.UNL account claim'. A message reads: 'Congratulations, Alicia, you have successfully claimed your My UNL account.' Below this, it says: 'The login that you will use throughout your time here at UNL, [redacted] is now ready for you to use.' A note states: 'Activating your account is the first step, but it may take as long as 24 hours before it works in all UNL systems. Please be patient with us while all of our computer systems and services are getting to know you.' A warning says: 'Protect your new password! Never share it with anyone - even UNL technical staff. UNL will never ask you for your password. To learn more about keeping your information and your access to UNL systems safe, please visit http://its.unl.edu/protectyourself/'. It also provides contact information for the Help Center: 'Please contact the Help Center if you are having further issues. Help Center hours: 7:30am to 11:30pm CT daily. Phone: 472-3970 in Lincoln or 1-866-472-3970 toll-free in U.S. helpdesk@unl.edu'. A 'Continue' button is at the bottom left.

7. The screen below will appear if the account has already been activated or claimed.



 UNIVERSITY OF NEBRASKA-LINCOLN

Logged in as: ClaimUser  
Logout Help

---

## My.UNL account already active

Your My.UNL account  has already been claimed or is no longer eligible to be claimed. If you are having trouble with your password, you can try to [reset it](#).

Please contact the Help Center if you are having further issues.

Help Center hours: 7:30am to 11:30pm CT daily.  
Phone: 472-3970 in Lincoln or 1-866-472-3970 toll-free in U.S.  
[helpdesk@unl.edu](mailto:helpdesk@unl.edu)