

Activating Your UNIX/E-Mail and NetWare Accounts

You must activate their E-mail/UNIX and Netware accounts in order to use e-mail and the computers in the labs. Your account will remain active as long as you are affiliated with UNCG. You need not activate your account each semester. For more information on your accounts, how to log in, and computing at UNCG, please see the Student Computing at UNCG handbook. It is also available on-line at <http://www.uncg.edu/irc/labs/studentcomputing.pdf>

HOW TO FILL IN THE FORM

1. Read the policy that pertains to your affiliation at UNCG (student or employee).
2. If you agree to abide by the policy, then click on the **yes** radio button. If you do not agree, your accounts will not be activated.
3. Type your 9 digit **University ID** number (your Social Security number or alternate ID number provided by the University). **Note:** Do not include hyphens or spaces.
4. Type your **last name** in the Last Name box.
5. Type your **first name** in the First Name box
6. Select the correct **month and day** of your birth from the appropriate “drop down” lists.
7. Type in the **year** of your birth in the appropriate box
8. Select one of the three “security challenge questions” to answer. This information will be used to identify you if you are ever in need of help with your account.
9. Type the correct answer in the appropriate box.
10. Click on *Request Accounts* button.
11. You will then see a screen giving you information on your accounts, as shown below. Click on the **Print** button of the Netscape window to print a copy of this information for you to keep.
12. If you change your password, **do not** write it down in the same place as your username, like on this sheet your print off - this is like writing down your access number with your bank card.
13. **Note:** If you receive an error message "University ID and Name does not match", click on the back arrow of the Netscape window to go back to the form. Verify that the information you entered is correct, and exactly the same as provided to the University (do not use nicknames, for example). Click on *Activate My Accounts* button. If you are still having problems, please visit or contact the SuperLab, in Jackson Library, at 334-4686.

Although your account should be activated almost immediately, you may have to wait a few minutes before you can log in.