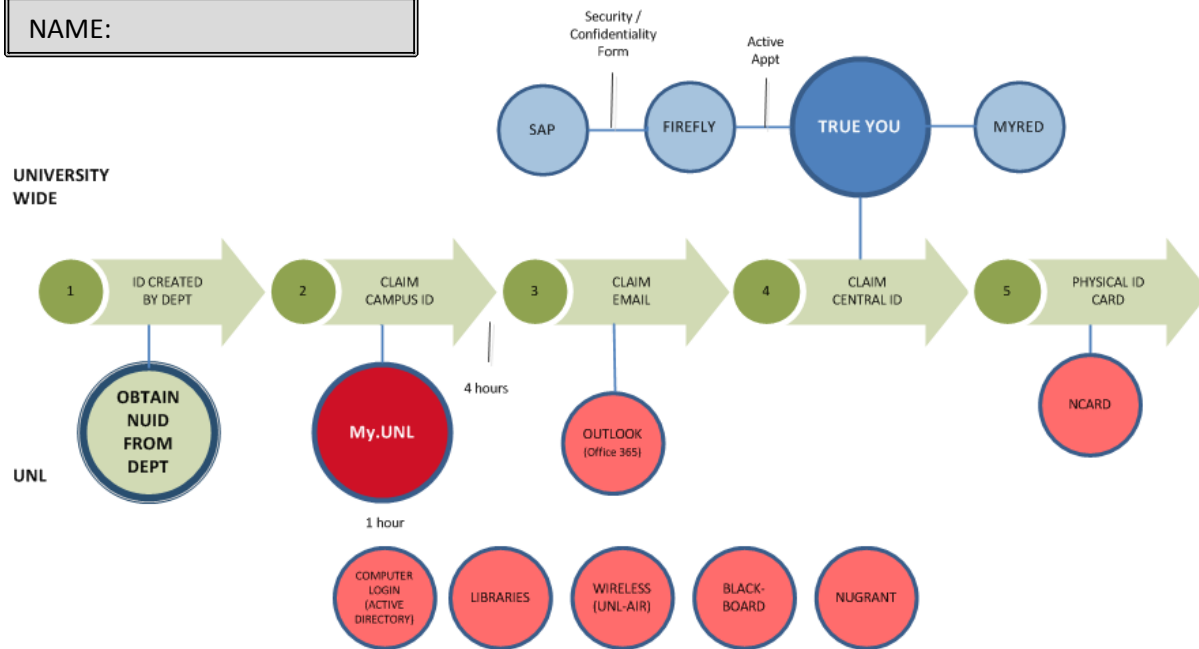


NUID:
NAME:



1. Your department will provide you with your NUID. The NUID is a unique 8 digit number we created for you.
2. Claim your My.UNL account and username (ex: jdoe2) to access the services provided by the UNL campus.
 - Go to <https://id.unl.edu/claim> and enter your name as shown on your Social Security Card, birthdate and NUID. Set your password and create your security questions, which will enable you to reset your password if you forget it. *If you have difficulty claiming your My.UNL account please contact the UNL Information Technology Services Help Desk at 402-472-3970.*
3. Activate your email (Office 365). *(Your account will be available to activate 4 hours after you have claimed your My.UNL account.)*
 - Go to <http://is.unl.edu/emailhome>
4. Claim your TrueYou account and username (username = NUID) to access services provided by Central Administration.
 - Go to <http://go.unl.edu/trueyou>
5. Get your physical ID card (NCard) at the NCard Office in the Nebraska Union
6. Talk to your department representative about what other services you may need:
 - Parking – <http://parking.unl.edu/permits>
 - Door Access (Andover) – <http://police.unl.edu/building-access>
 - Wireless (UNL-Air) – <http://wireless-reg.unl.edu>
 - Blackboard (Academic Learning Management System) – <https://my.unl.edu>
 - NUGrant (Research Administration System) – <https://nugrant.unl.edu>
 - MyRed (Student Information Portal) – <https://myred.nebraska.edu>
 - Firefly (Employee Portal) – <https://firefly.nebraska.edu> *(available on first day of your appointment starts)*
 - SAP (Financial System) https://firefly.nebraska.edu/irj/portal/sap_security *(A security request and confidentiality form must be submitted before access will be granted)*