What is a UNI and Do I Have One?

Every student and graduate of Teachers College has a UNI, which stands for University Network Identification. Your UNI is the username that allows you to log into the MyTC Portal, TC Gmail and Google Suite, TConnect: An Online Alumni Network, CU & TC Library database, and other alumni benefits. It consists of your initials and randomized numbers.

Before you can access any of these benefits, you must have an active UNI. This guide will help you navigate how to find and activate your UNI, change your password and security questions, and activate your TC Gmail and TConnect account. Scroll to page 2 for the Table of Contents and click on your specific issue to jump to the corresponding page. If you have any issues with this process, you can contact Alumni Relations at tcalumni@tc.edu or 212-678-3215.

What is the MyTC Portal?

The MyTC Portal (my.tc.columbia.edu) is a hub of resources and that has a tab specifically for our TC Alumni! The Alumni Resources tab allows you to access your TC Gmail, Google Suite, TC library services, TConnect, transcript requests, and other alumni benefits. You can also see upcoming TC alumni events and see tweets and Instagram posts from Teachers College.
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How to Find and/or Activate Your UNI

If you already know your UNI, skip steps 3-6.

Step 1.

Go to uni.columbia.edu. You should see the below screen. Click Activate My UNI or LionMail Account.

Step 2.

You will be directed to a Terms and Conditions page. Scroll down and select “Accept.” You will be directed to a second Terms and Conditions screen. Again, scroll down and select “Accept.”

Step 3.

If you do not know your UNI, click on the HERE button:

If you know your UNI, skip to step 7.
Step 4.

On the next screen, enter your first name, last name, last four digits of your U.S. Social Security Number (SSN) and Date of Birth. If you do not have a SSN, please leave this field blank.

![Find your UNI (University Network ID)](image)

Step 5.

Click “Search” and your UNI should appear. Please write it down as your UNI will be your username to several alumni benefits as well as the beginning of your TC Gmail address (UNI@tc.columbia.edu).

Step 6.

Return to uni.columbia.edu and again click Activate My UNI or LionMail Account.
Step 7.

Under “Enter Your University Network ID (UNI)” enter your UNI and click “Continue.”

Step 8.

On the next screen, fill in your UNI (in lowercase letters), Name, last four digits of your SSN, and Date of Birth. Select “Continue.” If you do not have a SSN, please leave this field blank.
Step 9.

You will need to choose five security questions and fill in your answers. Please remember your answers and make a note of any spacing, capitalizations, and special characters used. These answers will be used to reset your password if you ever forget it.

Security Questions
Update Your Security Questions
These are your security questions on file. To update a security question or answer, click one of the EDIT buttons.

What is your city or town of birth?
************
EDIT

What was the name of the first street you lived on?
************
EDIT

What was the make and model of your first car?
************
EDIT

What was your childhood phone number including area code?
************
EDIT

What was the name of your first pet?
************
EDIT

CONTINUE

Step 10.

Create your password. It needs to be at least 8 characters long and have three of the four following criteria: uppercase letter, lowercase letter, number or special character. Click “Submit” when you are done. Your UNI is now active and can be used to access your alumni benefits!

Update Your Password

- A short phrase/sentence is often easier to remember.
- If you use a phrase/sentence of at least 12 characters you can use dictionary words.
- Do NOT use your first, middle or last name in your password.
- Special characters include symbols and punctuation marks.
- For more help on picking a good password, please click here.

Choose password
************

Confirm password
************

SUBMIT
Potential Error Messages - Activate My UNI

There are five types of error messages you can receive by utilizing the Activate My UNI section.

**Type 1:** If you see the below message, it means your UNI is already activated. If you don’t remember your password, you need to return to uni.columbia.edu and click Forgot My Password or call CUIT at 212-854-1919 to reset your password.

![Home / Manage My UNI / Account Activation](image)

**Type 2:** If you see the below message, please contact Alumni Relations at tcalumni@tc.edu. Provide your name, degree program, graduation year and screenshot of the error message.

![Account Activation](image)

**Type 3:** If you see the below message, it means you have partially activated your UNI account. Click “Continue to login” and follow the prompts to finish activating your UNI account.
Type 4: If you see the below message, there was an issue with your account and you need to contact CUIT at 212-854-1919 to reset your account.

Account Activation

is restricted from using this application. Please contact the CUIT Help Desk for further assistance.

Enter your University Network ID (UNI)

Enter your UNI here

Continue

Don't know your UNI? Click HERE to activate.

Type 4: If you see the below message, please contact CUIT at 212-854-1919 to reset your account.

is not eligible to use this service.

For Alumni UNI Management services please visit the Alumni site.

Click here to be redirected to the Alumni site.
Forgot My Password

To utilize the Forgot My Password function, you will need to have your Alumni ID Card and the answers to your security questions. If you do not have an Alumni ID Card and/or do not know the answers to your security questions, please call CUIT at 212-854-1919 and tell them you need to reset your UNI account.

Step 1.

Go to uni.columbia.edu and click on Forgot My Password.

Step 2.

Type in your UNI (in lowercase).
Step 3.

You should see the below screen.

Type in your TC Alumni Card ID number, which is located on the back of your card. And then answer your Security Questions.
If you do not have a TC Alumni ID card, please call CUIT at 212-854-1919.

If you would like a TC Alumni ID and are in the NYC area, feel free to stop by our office to obtain your ID. Please note: the process to apply is only available in-person during regular business hours. Our regular business hours are Monday-Friday, 9:00 a.m.-5:00 p.m. During the summer, our hours are Monday-Thursday, 9:00 a.m.-5:00 p.m. and Friday 9:00 a.m.-1:00 p.m.

Step 4.

Then create a new password that is a minimum of 8 characters and has three of the following: uppercase letter, lowercase letter, number or special character.
Change My Password

Step 1.

Go to uni.columbia.edu and click Change My Password.

Step 2.

You will then see the CU login screen. Type in your UNI and current password.
Step 3.

If you would like to alter your security questions, click Edit to revise an answer. If you do not need to alter your security questions, click Continue.

Change Password
Update Your Security Questions
These are your security questions on file. To update a security question or answer, click one of the Edit buttons.

- What is your city or town of birth? EDIT
- What was the name of the first street you lived on? EDIT
- What was the make and model of your first car? EDIT
- What was your childhood phone number including area code? EDIT
- What was the name of your first pet? EDIT

CONTINUE

Step 4.

Then create a new password that is a minimum of 8 characters and has three of the following four criteria: uppercase letter, lowercase letter, number, or special character.

Update Your Password

- A short phrase/sentence is often easier to remember.
- If you use a phrase/sentence of at least 12 characters you can use dictionary words.
- Do NOT use your first, middle or last name in your password.
- Special characters include symbols and punctuation marks.
- For more help on picking a good password, please click here.

Choose password
************

Confirm password
************

SUBMIT
Update My Security Questions

If you did not remember your password and CUIT performed a hard reset on your UNI account, you should consider updating your Security Questions. This will allow you to reset your password through the Manage My UNI page instead of calling CUIT. Please remember your answers and make a note of any spacing, capitalizations, and special characters used.

Step 1.

Go to uni.columbia.edu and click Update My Security Questions.

![Update My Security Questions](image_url)
Step 2.

Type in your UNI and password.

Step 3.

Click **Edit** on the answer you want to change for your Security Question. Then click **Save**.

Security Questions

**Update Your Security Questions**

These are your security questions on file. To update a security question or answer, click one of the EDIT buttons.

- What is your city or town of birth?
  - ************
  - EDIT

- What was the name of the first street you lived on?
  - ************
  - EDIT

- What was the make and model of your first car?
  - ************
  - EDIT

- What was your childhood phone number including area code?
  - ************
  - EDIT

- What was the name of your first pet?
  - ************
  - EDIT

[CONTINUE]
CU Email Forwarding

Beginning on October 22, 2019, Columbia University instituted a new policy that will not allow you to forward CU email addresses (uni@columbia.edu) to non-Columbia affiliated email systems (i.e. xxx@gmail.com, xxx@hotmail.com, xxx@aol.com). You can forward your CU email address to your TC Gmail Address. If you do not know whether or not you have an active TC Gmail account, skip to Activating Your TC Gmail Account section.

Step 1.

Visit uni.columbia.edu to the Manage My UNI page. You should see the below screen. Click on UNI Mail Forwarding.
Step 2.

Type in your UNI and password. Please note that your UNI is case sensitive; it must be typed in lowercase letters.

Step 3.

This page below will show you which email you are currently forwarding your CU email address to. Click on the “Change Forwarding” button to alter the email address.
Step 4.

Push the clear button and type in your TC Gmail address (uni@tc.columbia.edu). Double check that you entered the right address. Once finished, click the “Save Changes” button.

You can find a full list of permitted forwarding addresses and information here. If you have any issue with this function, please contact CUIT at 212-854-1919.
Activating Your TC Gmail Account

To utilize your lifetime TC Gmail account, your UNI **must** be active. If your UNI is not activated, please visit the [Activate Your UNI section](#). Your TC Gmail address is your uni@tc.columbia.edu.

**Step 1.**

If your UNI is activated, you will need to visit [my.tc.columbia.edu](http://my.tc.columbia.edu). Then type in your UNI and Password and click Login. Please note that your UNI is case sensitive; it must be typed in lowercase letters.

![myTC Login](image)

**Step 2.**

Click on the Gmail button located at the top right of the window. You will need to accept the Terms of Service and then you’ll have access to your TC Gmail account!
Potential Error Message - MyTC Portal

If you try to log into the MyTCPortal and receive the below screen, please email tcalumni@tc.edu to notify them and follow the below steps to access your TC Gmail account.

Step 1.

If you are trying to activate your TC Gmail, you can visit www.gmail.com and type in your TC Gmail address (uni@tc.columbia.edu).
Step 2.

You will then be redirected to a TC Login site. Type in your UNI and Password and click Login. Please note that your UNI is case sensitive; it must be typed in lowercase letters.

Step 3.

Gmail will then prompt you to accept their Terms of Service. Please click through, and then you will be able to access your TC Gmail and the Google Suite.
**TConnect Activation & Logging In**

To gain access to TConnect, an online alumni directory, your UNI **must** be active. If your UNI is not activated, please visit the [Activate Your UNI](#) section. TConnect is only accessible to graduates of Teachers College.

**Step 1.**

If your UNI is active, go to [connect.tc.columbia.edu](http://connect.tc.columbia.edu) and click the **Login** button at the top right or click the blue Login button.

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**Welcome to the Teachers College Alumni Network**

Linking TC’s 90,000 alumni worldwide, this directory is designed to help alumni grow their TC network and reconnect with old friends. TConnect allows alumni to:

- Build an online profile that includes educational and professional information
- Share career and personal news
- Grow their TC network
- Connect with old friends

[Log In](#)
Step 2.

Type in your UNI and Password and click Login. Please note that your UNI is case sensitive; it must be typed in lowercase letters. If you are already signed into the myTC Portal, it will automatically log you into TConnect as it is a single sign-on system.

Step 3.

You are now able to update your profile, search for fellow classmates, and add class notes. For a step-by-step tutorial on TConnect, please click here.
You can also access TConnect in the myTC Portal under the Alumni Resources tab by clicking on the TConnect logo.

If you have any issues logging into TConnect, please email tcalumni@tc.edu.