# 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 <u>MyTC Portal</u>, TC Gmail and Google Suite, TConnect: An Online Alumni Network, CU & TC Library database, and other <u>alumni benefits</u>. 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 (<u>my.tc.columbia.edu</u>) 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 <u>alumni benefits</u>. You can also see upcoming TC alumni events and see tweets and Instagram posts from Teachers College.

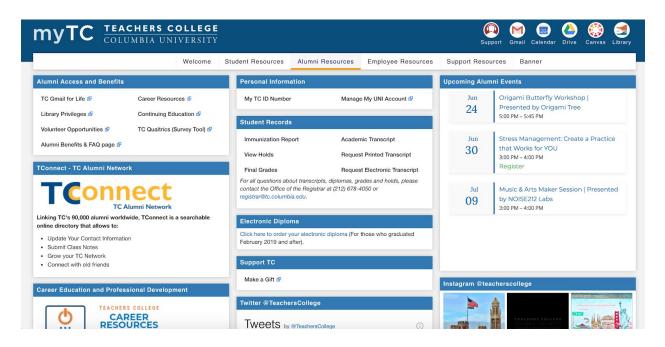


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# How to Find and/or Activate Your UNI

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

### Step 1.

Go to <u>uni.columbia.edu</u>. You should see the below screen. Click **Activate My UNI or LionMail Account**.

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK		Q
COLUMBIA UNI Information Technol		CUIT Service Desk - Manage My UNI - MyColumbia
Resources For • I Want To • Our Servi	ces      Departments      Security and Priv	acy • About •
Home I Want To Manage My UNI		
	Manage My UNI	
	to accessing computer servectronic resources at Columbia	
4	*	8
Activate My UNI or LionMail Account For new Columbia users, or existing users who need a LionMail account	Change My Password If you know your password and want to change it	Forgot My Password Self-reset your password, or use this after Service Desk assistance
	-	_

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 <u>step 7</u>.

### **Account Activation**

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a state of the sta	
ontinue	

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.

irst Name				
ast Name				
	S. Social Se	ecurity Number		
ast 4 digits of U.				
ast 4 digits of U. Vhat if I don't ha Date of Birth				

### 

Step 5.

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

Step 6.

Return to <u>uni.columbia.edu</u> and again click Activate My UNI or LionMail Account.

Step 7.

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

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK COLUMBIA UNIVERSITY Information Technology	
Home / Manage My UNI / Account Activation	
Account Activation	

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.

Account Activation							
lease provide identifying information to continue.							
JNI							
Name							
ast 4 digits of U.S. Social Security Number							
/hat if I don't have an SSN?							
Date of Birth							
Month    V Day   Vear  Type the four-digit year							
Continue							

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 Password** 

Fhese are your security questions on file. To update a separations.	curity que:
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 are	a code? 🗸
******	EDIT
What was the name of your first pet?	~
*****	EDIT

Step 10.

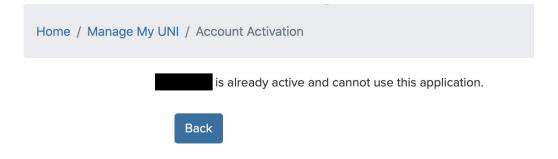
Create your password. It needs to be at least 8 characters long and have three of the four following criteria: uppercase letter, lowercase letter, number or special character. Click "Submit" when you are done. Your UNI is now active and can be used to access your <u>alumni benefits</u>!

•	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.
	se password
****	
**** Confi	*****

# **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 <u>uni.columbia.edu</u> and click **Forgot My Password** or call CUIT at 212-854-1919 to reset your password.



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

# **Account Activation**

is currently unable to use the account activation service. For questions or assistance, please submit a ticket to the CUIT Service Desk, email askcuit@columbia.edu or call 212-854-1919.

**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 Image: Instructed 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.

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK



ome / Manage My UNI / Account Activation

# is not eligible to use this service.

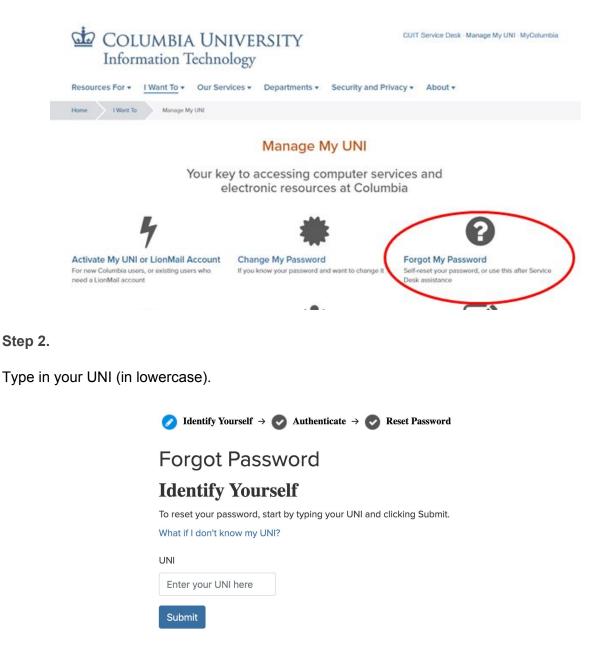
For Alumni UNI Management services please visit the Alumni site. Click here to be redirected to the Alumni site.

# 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 <u>uni.columbia.edu</u> and click on Forgot My Password.

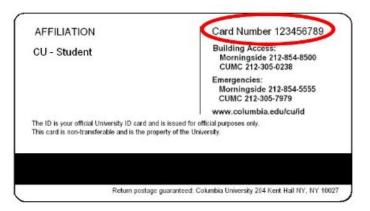


Step 3.

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.-5:00p.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.

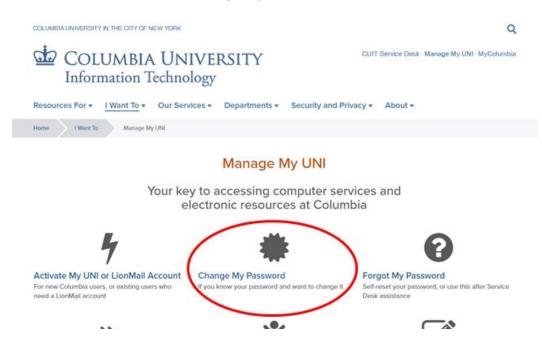
Then create a new password that is a minimum of 8 characters and has three of the following: uppercase letter, lowercase letter, number or special character.

You are logged in as Log out
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

# 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.

	đ		MBIA U		SITY		
	passw	ord or private p	emails. CUIT w personal inform assword service	ation via email			
	r	- UNI Password	1				
		UNI Help	1	LOGIN ck	107		

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.

Update Your Security Question	ons
l'hese are your security questions on file. To update a sec outtons.	curity question or answer, click one of the E
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	a code? ~
****	EDIT
What was the name of your first pet?	~
****	EDIT

### 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.

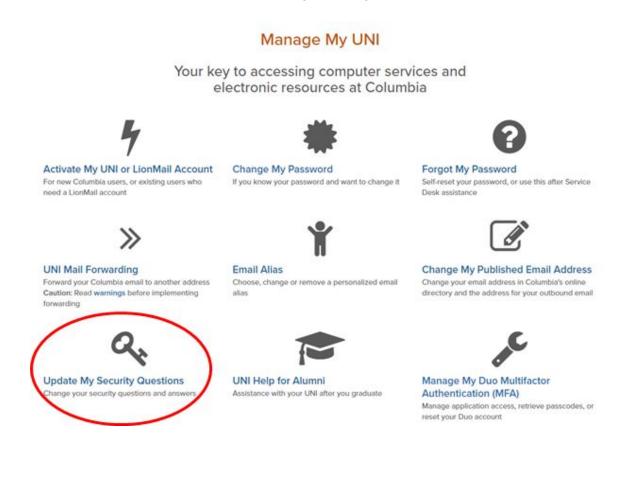
Choose pas	sword		
******	**		
Confirm pas	sword		
******	**		
	1		
SUBMIT			

# **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.



Step 2.

Type in your UNI and password.

Be aware of phishing password or private Manage My Uni for p	personal infor	mation via en		
_				
-+ UNI	<u> </u>		_	
PASEWORD	1			
UNI Help		LOGIN	clear	

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 seculations.	ırity ques	tion or answer, click one of the EDIT
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 (<u>uni@columbia.edu</u>) to non-Columbia affiliated email systems (i.e. <u>xxx@gmail.com</u>, <u>xxx@hotmail.com</u>, <u>xxx@aol.com</u>). 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 <u>Activating Your TC Gmail Account</u> section.

Step 1.

Visit <u>uni.columbia.edu</u> to the Manage My UNI page. You should see the below screen. Click on UNI Mail Forwarding.

### Manage My UNI

Your key to accessing computer services and electronic resources at Columbia



Activate My UNI or LionMail Account

For new Columbia users, or existing users who

need a LionMail account



### Change My Password

If you know your password and want to change it. \*NEW\* Enroll in MFA for all apps 🖉 , and never be required to change your password again!



\*UPDATED\* Self-reset your password, or use this

after Service Desk assistance (\*now with Duo MFA

Forgot My Password

(\* \*)



UNI Mail Forwarding Forward your Columbia email to another Columbia email address Caution: Read warnings before implementing forwarding

### Email Alias Choose, change or remove a personalized email alias

Change My Published Email Address Change your email address in Columbia's online directory and the address for your outbound email Step 2.

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

	Be ow	IN THE	JMBIA UN CITY OF NEW gemails. CUIT will n personal informatio	YORK ever ask for your		
			assword services.		_	
		- UNI Pasaword	1		1	
		UNI Help	L	ogin clear		

### 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.

Mail Forwarding	
You are logged in as	Logout
Attention: Beginning on October 22, 2019, you will not be able to create new forwarding to email s University. Existing forwarding will continue to function until March 17, 2020, but will still be subject security measures implemented by many institutions and companies. After March 17, 2020, UNI ma Columbia systems (Ex. jd1234@columbia.edu to jane.doe@barnard.edu or j_doe@nyp.org) will cont For detailed information, <u>click here</u> . For a full list of permitted forwarding destinations, <u>click here</u> .	to limitations from il-forwarding to
For reliable delivery:	
<ol> <li>Do not rely on forwarding, and</li> <li>Provide companies with an email address that is not forwarded elsewhere.</li> </ol>	
awy2106 is forwarding mail to [Default]	
	Change Forwarding
	©Columbia University

Step 4.

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

	MBIA UNIVERSITY ation Technology
↓ myUNI	
	Mail Forwarding
	You are logged in as Logout (Discarding Changes)
the University. Ex from security me to Columbia syst	nning on October 22, 2019, you will not be able to create new forwarding to email systems outside xisting forwarding will continue to function until March 17, 2020, but will still be subject to limitations easures implemented by many institutions and companies. After March 17, 2020, UNI mail-forwarding tems (Ex. jd1234@columbia.edu to jane.doe@barnard.edu or j_doe@nyp.org) will continue to be tailed information, <u>click here</u> . For a full list of permitted forwarding destinations, <u>click here</u> .
[Default]	Forward to
<ul><li>To remove fo</li><li>To forward to</li></ul>	rwarding, enter new address and then <i>save changes</i> . orwarding, click on <i>clear</i> and then <i>save changes</i> . o multiple destinations, provide a list of forwarding addresses separated by commas. up to 15 minutes for saved changes to take effect.
Cancel	Save Changes

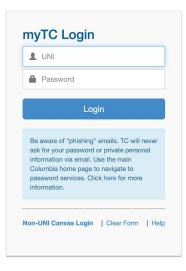
You can find a full list of permitted forwarding addresses and information <u>here</u>. If you have any issue with this function, please contact CUIT at 212-854-1919.

# **Activating Your TC Gmail Account**

To utilize your lifetime TC Gmail account, your UNI <u>must</u> be active. If your UNI is not activated, please visit the <u>Activate Your UNI section</u>. Your TC Gmail address is your uni@tc.columbia.edu.

Step 1.

If your UNI is activated, you will need to visit <u>my.tc.columbia.edu</u>. 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.



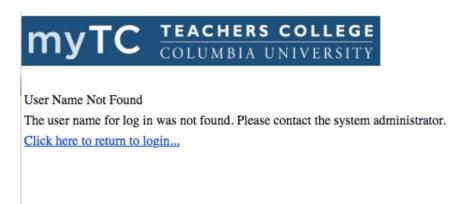
Step 2.

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!

myTC TEAC	CHERS COLLEGE MBIA UNIVERSITY				Su	pport Gmail Calendar Drive Canvas Library
	Welcome	Student Resources	Alumni Resources	Employee Resources	Support Reso	Banner
Alumni Access and Benefits		Personal Informat	tion		Upcoming Alu	mni E ents
TC Gmail for Life 🛃 Library Privileges 🕼	Career Resources 🐇	My TC ID Number	Manage	My UNI Account 🕏	Jun 24	frigami Butterfly Workshop   Presented by Origami Tree 5:00 PM – 5:45 PM
Volunteer Opportunities 🛃			Student Records			5:00 PWI - 5:45 PWI
Alumni Benefits & FAQ page 🗗		Immunization Repo		ic Transcript Printed Transcript	Jun 30	Stress Management: Create a Practice that Works for YOU 3:00 PM - 4:00 PM
TConnect - TC Alumni Network		Final Grades	Request	Electronic Transcript		Register
		For all questions about transcripts, diplomas, grades and holds, please contact the Office of the Registrar at (212) 678-4050 or registrar@tc.columbia.edu.		<sup>Iut</sup> 09	Music & Arts Maker Session   Presented by NOISE212 Labs 3:00 PM - 4:00 PM	
Linking TC's 90,000 alumni worldw	vide, TConnect is a searchable	Electronic Diplom	ia			

# Potential Error Message - MyTC Portal

If you try to log into the MyTCPortal and receive the below screen, please email <u>tcalumni@tc.edu</u> 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 <u>www.gmail.com</u> and type in your TC Gmail address (<u>uni@tc.columbia.edu</u>).

	Google Sign in	1		
	to continue to			
C Email or phone				
1				
Forgot email?				
	ter? Use Guest mod	de to sign ir	n privately.	
Not your compu Learn more	ter? Use Guest mod	de to sign ir	n privately.	
		de to sign ir	n privately. Next	
Learn more		de to sign ir		

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.

COLUMBIA UNIVERSITY		
	myTC Login	
	2 UNI	
	Password	
	Login	
	Be aware of "phishing" emails. TC will never ask for your password or private personal information via email. Use the main Columbia home page to navigate to password services. Click here for more information.	
	Non-UNI Canvas Login   Clear Form   Help	

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 <u>must</u> be active. If your UNI is not activated, please visit the <u>Activate Your UNI</u> section. TConnect is only accessible to graduates of Teachers College.

Step 1.

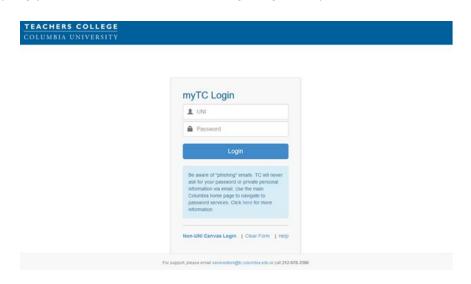
If your UNI is active, go to **connect.tc.columbia.edu** and click the **Login** button at the top right or click the blue Login button.





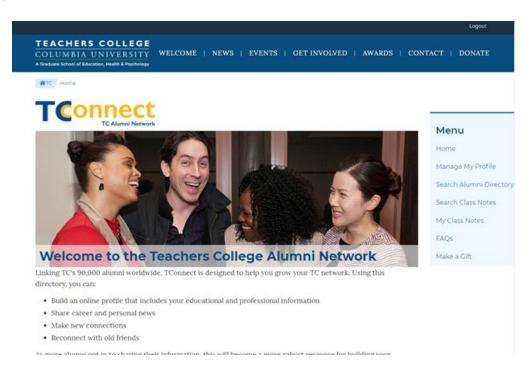
Step 2.

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.

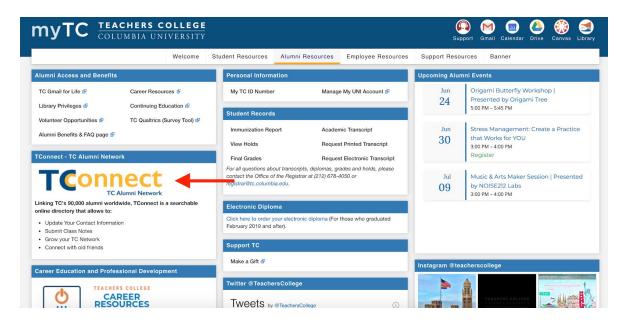


### Step 3.

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 <u>here</u>.



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.