

WHAT IS MY MY.UNL USERNAME & PASSWORD?

Step 1: Find your My.UNL Username

All new UNL employees and students should receive a welcome email asking them to claim their My.UNL account (id.unl.edu/claim). If your account was created before February, 2011, it is too old to be claimed and the password just needs to be reset. If you never received that message, lost it, or just aren't sure what your My.UNL username is, use the appropriate procedure below.

Help for Student Accounts

1. Sign into [MyRed](#) using your NUID. Your NUID is the 8-digit number found in the lower-left portion of your NCard above the barcode.
2. Once you have entered MyRed, click on the "Additional Services" tab.
3. Finally, click on the "My.UNL Blackboard Username" link to view your My.UNL username.

Step 2: Activate Your Account

Once you have claimed your My.UNL account, you will be able to access your Blackboard. If you are able to access your Blackboard, but are unable to log into a computer, you may need to activate your My.UNL account for network access. To do this, visit adactivation.unl.edu. After logging in with your My.UNL username and password, if the page says "AD account activation status" you will need to wait for your account to be activated. If it says "That AD account has already been activated", you will need to reset your password (See Step #3).

Step 3: Reset Your Password

If you would like to update your password, or your account is *disabled*, you will need to use the online Identity Manager (id.unl.edu) to reset your password. If you try logging into a computer and receive a message saying "Your account has been disabled. Please see a system administrator," a password reset will also *enable* accounts that are *disabled*. The Identity Manager requires a Blackboard account to log in. If you forgot your Blackboard password, use the "Forgot Your Password" feature on the website. This will allow you to use your TrueYou information to reset your My.UNL (Blackboard) information. Once you log into the Identity Manager, you will be able to change your password or security questions. When changing your password, it must meet the requirements listed on the website.

After resetting your password online, the system may take up to 10 minutes to update. If your new password still doesn't work after 10 minutes, contact the **UNL Help Desk** from **7:30am to 7:30 pm** at **(402) 472-3970** or helpdesk@unl.edu. Inform the technician of the problem you are having, and they should be able to assist you in recovering your account.