

10 easy steps to get started using electronic resources

Step 1 Your UNI

1. Open Internet Explorer, Firefox or Safari and type this URL: <http://uni.columbia.edu>. (If you are using a lab computer in 234 Horace Mann or 345 Macy, which requires login, ask a lab consultant for assistance.)
2. If you don't know your UNI, enter your name in the text field "**Forgot Your UNI? (lookup Your UNI by name)**" and click the "**Search**" button. A window will show your information including your UNI (usually your initials and a number.)

Step 2 Activate your UNI

1. Return to the myUNI page (<http://uni.columbia.edu>)
2. Click on "**Activate a NEW UNI Account.**"
3. Read and accept the "*Computer and Network Use Policy.*"
4. Fill out the form with your data and choose a password. **Your password must be between 6-8 characters long and a combination of letters AND numbers.** Note that capital letters vs. lower case matters.
5. Leave the field that says "*Enter authenticating information Pin #*" blank.
6. Click the "*Activate My Account*" button.

Step 3 Using CUB Mail

CUB MAIL is the email program for Columbia and Teachers College students.

1. Click on the **myTC** icon (the dark blue icon at the top right corner of the Teachers College homepage or go to <http://my.tc.edu>).

2. Log in with your UNI and your password and click on the CubMail icon at the top.

Your Columbia email address is the OFFICIAL address to receive College communication

If you wish to receive your Columbia email at another address, you must **ACTIVATE mail forwarding.**

1. Go to <http://uni.columbia.edu/>.
2. Click on "**Login to Manage Your UNI Account**".
3. Enter your UNI and your password.
4. Click on the "**Mail Forwarding**" link in the "*Configure Email Settings*" section.
5. You will be in the "*Welcome to Ingo*" page. Log in again with your UNI and your password.
6. Click on "**Forward**" and type the email address you wish in the field box.

Step 4 Access the public computers using your UNI.

1. To log onto a public computer in 242 Horace Mann and 345 Macy, you need to use your **UNI** as **USERNAME** and your **TC ID** number (the 9 digit number starting with a T) as a **PASSWORD**. The "Domain" is "**TC-ACS.**"
2. When you log on for the first time, you will be asked to change your password to a password of your choice.

Step 5 Your TC ID number.

If you don't remember your TC ID number

1. Log onto myTC (<http://my.tc.edu>) with your UNI and password.
2. Click on the TC Services tab.
3. Under "Personal Information", click on the My TC ID Number link.

10 easy steps to get started using electronic resources

Step 6 Look up classes.

1. Go to myTC (<http://my.tc.edu>) and use your Columbia UNI and password to login.
2. Click on the "Courses" tab and then on "Look Up Classes" in the Registration Tools box
3. On the result page, click on the CRN (6 digit number on the left). If the instructor has made a course description available you may click on "View Course Information" to take a look at the course syllabus

You can also look up classes by selecting "Class Schedule" from the MYTC & EMAIL pull down menu at the top of the Teachers College homepage.

Step 7 Register on-line

1. Go to myTC (<http://my.tc.edu>) and use your Columbia UNI and password to login.
2. Click on the "Courses" tab.
3. Click on **Add/Drop Courses** in the Registration Tools box. Type the CRN of the course for which you want to register.

Step 8 Access your courses in ClassWeb

1. Click on the **myTC** icon and log in using your UNI and password.
2. Click on the "**Courses**" tab.
3. **Within 1-2 days after registration** your courses will appear in the "My Courses" box.

Step 9 Find readings and assignments in ClassWeb

1. Click on the course you have registered for.
2. Click on "**Outline**" in the left menu.
3. Click on "**Assignments**" at the top.

Step 10 Send email messages using ClassWeb

1. Click on your course in ClassWeb.
2. Click on "**Messages**" in the left menu.

IMPORTANT

If you see **no email address** next to your name, one day after activating your UNI account, please contact cwsupport@tc.edu or call 212-678-8212.

PROBLEMS?

- Login problems and general access: 212-678-3302, email: acs@tc.edu.
- myTC problems email: mytc@tc.edu
- ClassWeb problems email: cwsupport@tc.edu
- Residential Network problems email: resnet@tc.edu

NEED TO IMPROVE YOUR COMPUTER SKILLS?

Take our **Technology Workshops**. To check the workshop schedule and description go to <http://www.tc.edu/cis/workshops> or from myTC >TC bookmarks> Computing and Technology> Technology Workshops.

NEED MORE INFO?

From the TC homepage go to Computing and Technology. Click on [Student FAQ's](#) and on the [Student Newsletter](#) on TC Homepage>Computing & Technology>Computing & Technology Home.