

## UTAD Account Management

*If you are trying to login to a computer on the HSC campus and DO NOT have a Novell Network password or the password you have is not working, you can press Ctrl-Alt-Delete and login to the Novell login window with the username 'myutaccount' (without the quotes) and a **blank password**. This will log you in and automatically bring up the webpage in step one on the list below.*

### **How to Activate Your UT Domain (UTAD) Account**

1. To activate your account use your Internet browser to go to: <http://myutaccount.utoledo.edu>
2. Enter your UT student ID number which is usually the same as your social security number. As you type in this number, you will only see asterisks: (\*) displayed, this is so no one can read your information
3. Enter your birth date (please use this form to notate a birth date of January 1, 1901: 0101-901).
4. If a message is displayed saying there is an error, the student ID or birth date does not match what is stored in the Active Directory. Click the back arrow button in the upper left of your browser's menu bar. Try retyping the field had the error. If you still get an error contact the Help Desk at ext. 4259
5. Click **Find Account**
6. Click **Activate Your UTAD Account**
7. Read the computer usage policy and click **I Agree**.
8. If everything is correct you will see a new screen displaying your name and the user ID that you have been assigned to you for the UTAD domain. You will also be asked choose a password. You will have to retype your chosen password for verification.
9. Click **Set**.
10. Next, you will be asked to enter a question that only you know the answer to. This will allow you to make changes to your password or to reset your password if you have forgotten it. Type your question and your answer.
11. Click **Set**.
12. At this point your account is activated, your password set, and your question and answer stored. If you do not already have an email account you will be asked if you want a university email account. Click **Yes** to create one.
13. You are then notified that a mailbox has been created. Click **Continue**.
14. You should get a message saying your university computer account has been activated
15. Click **Confirm**.
16. Please write down the **username** and home directory path. This information can be found by clicking **View Your Account Information**. Look in the **username** field and **profile/home/web host field**.

**Note:** To access your email both on and off campus, go to the following URL:

<http://email.utoledo.edu>

For Online Outlook Web Access tutorials please go to the following link:

<http://www.eit.utoledo.edu/News/EmailMigration/Tutorials.asp>