Guide to NetID Services

http://its.syr.edu/netid

March 30, 2007 v2
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NetID Services

**Please note:** NetID activation services will not be available between 6 a.m. and 5 p.m. on Sunday, April 1.

**Activate your NetID**

The NetID is a personal identifier that is used to access SU computing resources.

**Forgot your password?**

Answer your challenge question and create a new password.

**Look up your NetID**

Look up your NetID using your SU-ID.

**Confirm your password**

Confirm that your NetID and password are working.

**Change your password**

Sign on with your current password and create a new one.

**Change your challenge question**

Select a new challenge question.

**Manage your NetID**

- Change your password
- Change your challenge question
- Forward your syr.edu e-mail to an outside mail system like Yahoo, Hotmail or Gmail
- Change your profile information

NetID services are hosted by SU's Information Technology Services (ITS).

If you have not activated your NetID click Activate your NetID.

If you previously activated your NetID you can select other options such as Manage your NetID to access additional services such as email forwarding.
Activate Your NetID

To activate your NetID:
1. Enter your SUID number and PIN.
2. Click the Submit button.

1
What is my SUID? Your SUID number can be found on the letter you received from SU Financial Aid (if you are an applicant) or on your SUID card. Note: Although your SUID card contains a ten-digit number, use only the first nine digits.

Enter the first nine digits of your SUID number. If you do not remember your number you will need to contact the Project Advance office (1-315-443-2404) to request that a reminder be mailed to you. For security purposes the Project Advance office will not give out your SUID number over the telephone or via email.

2
What is my PIN? Your ORIGINAL PIN is the day (2 digits) and year (4 digits) of your birth. For example, if you were born on February 8, 1980, your initial PIN would be 081980.

Enter your PIN. Your ORIGINAL PIN is the day (2 digits) and year (4 digits) of your birth. For example if you were born on February 8, 1980, your initial PIN would be 081980.

3
Click Submit and follow the instructions. Note of your NetID and password.

If you entered your information correctly you will receive a notice that your NetID is activated. If you made an error you will be prompted to re-enter your information.

If you are successful you can test your NetID by accessing and logging into http://myslice.syr.edu
Manage your NetID

**Please note:** NetID activation services will not be available between 6 a.m. and 5 p.m. on Sunday, April 1.

**Activate your NetID**
The NetID is a personal identifier that is used to access SU computing resources.

**Forgot your password?**
Answer your challenge question and create a new password.

**Look up your NetID**
Look up your NetID using your SU ID.

**Confirm your password**
Confirm that your NetID and password are working.

**Change your password**
Sign on with your current password and create a new one.

**Change your challenge question**
Select a new challenge question.

**Manage your NetID**
1. Change your password
2. Change your challenge question
3. Forward your syr.edu e-mail to an outside mail system like Yahoo, Hotmail or GMail
4. Change your profile information

1. Click Manage your NetID.

By activating your NetID you also activate an syr.edu email address for yourself, for example jdoe@syr.edu. You can set your SU email to forward any email sent to it to a personal, school, Yahoo, Hotmail or GMail email address of your choice.
Manage your NetID

Managing Your NetID:

Enter your NetID and current password in order to:

- Change your password
- Change where your syr.edu email is delivered
- Change your Challenge Question and Response
- Change your UNIX Shell (for ITS Unix accounts)
- Change your Personal Profile

<table>
<thead>
<tr>
<th>NetID</th>
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</thead>
<tbody>
<tr>
<td>PASSWORD</td>
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NOTE: A NetID is a personnel identifier assigned to SU students, staff, and faculty to allow them access to many SU computing resources. It typically consists of a combination of initials and last name, and may include a number.

3 Click Submit.

1 Enter your NetID.

2 Enter your password.

3 Click Submit.
## NetID Management Options

<table>
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<tr>
<th>Change Password</th>
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<td>Change Challenge/Response</td>
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<td>Change syr.edu mail delivery</td>
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<td>Change personal profile</td>
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<td>Change ITS Unix profile (shell)</td>
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<tr>
<td>Return to NetID Services page</td>
<td></td>
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</tbody>
</table>

### Choose your task from the list on the left.

- NetID password changes generally take effect within 5 minutes.
- NetID password changes for Unix access take 30-60 minutes to take effect.

*To set your email forwarding click Change syr.edu mail delivery.*
Email Forwarding

Hello

To forward your syr.edu e-mail to a non-Syracuse University address, type in your new e-mail address in the box below and click Submit.

Forwarding your e-mail to a Syracuse University address:

- If you use MyMail, type in akadajie@mymail.syr.edu
- If you use GroupWise or have an e-mail account through your school, college, or department, contact your local computing support person for further information.
- If you use @mailbox.syr.edu for Pine, POP, or IMAP, please contact your local computing support person or call CMS at 443-2677 to have your address manually reset to @mailbox.syr.edu. During the transition to MyMail, you cannot set your e-mail forwarding address to @mailbox.syr.edu via the Web.

Please note that the unix profile changes will be applied to NetID:

1. Enter the email address where you would like email sent to your syr.edu. For example you can enter a personal, school, Yahoo, Hotmail, or Gmail address.

2. Click the Submit.