

# University of Northern Iowa



## Your UNI CatID

for Continuing and Distance Education students

### Information inside for using online services, including

#### **MyUNiverse**

- Manage CatID password
- Check semester grades
- Update UNI Alert Emergency Notification System information
- Forward your e-mail to another address

#### **UNI E-Mail**

The official e-mail account that university personnel use to communicate with you

#### **MyCourses**

- Check your browser for compatibility
- Access course materials online

**Please keep for future reference.**

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# Using this CatID guide

This guide was created to help you access and understand the various online services available to you as a University of Northern Iowa student.

**IMPORTANT:** Please follow this guide page-by-page.

## What is CatID?

Your CatID is the combination of your username and password used to authenticate access to the following systems:

MyUNiverse

MyCourses

UNI E-Mail

Having one set of login data will reduce the number of username/password combinations required to access UNI systems.

## Your CatID username

Your username is the unique 3-8 character account name that identifies you as a member of the UNI community.

As a UNI student, your username is the portion before the @ sign in your UNI e-mail address. To find your username, visit the UNI Directory listed below, key in your last name and click the search button.

**[www.uni.edu/directory](http://www.uni.edu/directory)**



# Your CatID password

If you are a new user and this is the first time you have taken courses at UNI, your initial password is in the format mmdd\$nnnnnn (mm is the first 2 **letters** of your birth month, dd is the 2-digit **number** of your birth date, the \$ is required, and nnnnnn is your 6-digit university ID number, example: ja01\$123456).

**Note:** Your 6-digit university ID number is found on the card mailed to you from Continuing and Distance Education. If you have not received your card, please call 800-772-1746.

**Special note for prior UNI students:** If you previously attended UNI and the CatID password calculation does not work (or if you can't remember your CatID password), please contact Continuing and Distance Education to request your password be reset.

E-mail: [cesp-consult@uni.edu](mailto:cesp-consult@uni.edu)

Local: 319-273-7211

Toll-free: 800-772-1746

## CatID password security

For security, you are required to change your CatID password the first time you login to MyUNiverse (instructions on following page). Additionally, your CatID password expires every 90 days. Your CatID password expiration date is noted in the Password Central channel of MyUNiverse and via messages sent to your UNI e-mail account. CatID passwords are managed in MyUNiverse.

### Important note about expired passwords

If you have previously been successful logging in to MyCourses but now receive the error message, “**You have entered an incorrect username or password,**” it is likely that your CatID password has expired.

To reset your CatID password, visit MyUNiverse. Logging in to MyUNiverse with an expired CatID password will immediately prompt you to change your password.

# MyUNiverse

MyUNiverse is your personal portal to the University of Northern Iowa. In this environment, you may access all available web resources from a single, personalized web page.

You can use MyUNiverse to manage your CatID password, check your semester grades, forward your UNI e-mail to another address, update your contact information (especially important for the UNI Alert Emergency Notification System) and much more!

## Accessing MyUNiverse



- 1 Visit [www.uni.edu](http://www.uni.edu) and select the **MyUNiverse** link in the banner.
- 2 Enter your CatID username and CatID password.
- 3 Click the Login button.  
**Note:** If this is your first login or if you have an expired password, you will be prompted to select a new password. You may also be prompted to establish a set of security questions and answers to be used should you forget your CatID password.

## Checking your semester grades

- 1 Visit [www.uni.edu](http://www.uni.edu) and select the **MyUNiverse** link in the banner.
- 2 Enter your CatID username and CatID password.
- 3 Click the Login button.
- 4 Select **Grades** in the **My Personal Records** channel.  
**Note:** For transcript ordering options, visit [www.uni.edu/regist/students](http://www.uni.edu/regist/students)

# UNI E-Mail

All students are provided an official UNI e-mail address that is used by university personnel to communicate with you. You may look up your UNI e-mail address in the UNI Directory.


**[www.uni.edu/directory](http://www.uni.edu/directory)**

## Using UNI E-Mail



- 1 Visit **[www.uni.edu](http://www.uni.edu)** and select the **E-Mail** link in the banner.
- 2 Select one of the clients available (**WebAccess** or **WebMail**).
- 3 Enter your CatID username and CatID password.
- 4 Click the Login button.

## Forwarding your UNI e-mail to another e-mail address

- 1 Visit **[www.uni.edu](http://www.uni.edu)** and select the **MyUNiverse** link in the banner.
  - 2 Enter your CatID username and CatID password.
  - 3 Click the Login button.
  - 4 Select **Forward e-mail to another address** in the **My Email** channel. 
  - 5 Enter the e-mail address to which you want your UNI e-mail to be forwarded.
  - 6 Click the Submit button.
- Note:** E-mail forwarding process occurs within 24 hours.

# MyCourses

MyCourses is a web-based learning management system that supports traditional, hybrid and distance learning courses. MyCourses allows access to online courses with an Internet connection and standard web browser.

## Checking your browser settings for MyCourses

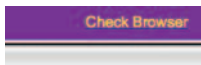


**1** Visit [www.uni.edu](http://www.uni.edu) and select the **eLearning** link in the banner.

**2** Click on the **MyCourses** link found in the lower right portion of the screen.



**3** Click on the **Check Browser** link found in the top bar to the right. A new window will open.



**4** For MyCourses to run smoothly, all items must be preceded by a green checkmark.



For items preceded by a red X, follow the instructions below.



To resolve a red X for the *Pop-up Blocker Check*, go into the Tools menu of your web browser and modify the settings for Pop-up Blockers to allow pop-ups from [lms.uni.edu](http://lms.uni.edu)

To resolve a red X in *Java Check*, visit <http://elearning.uni.edu/support/players.htm> to download and install the Java Runtime Environment (JRE) plug-in. You will need to restart your computer after installing JRE.

## Logging in to MyCourses

Please follow instructions on preceding pages before logging in.



- 1 Visit **www.uni.edu** and select the **eLearning** link in the banner.
- 2 Click on the **MyCourses** link found in the lower right portion of the screen.
- 3 Enter your CatID username and CatID password.
- 4 Click the Login button.
- 5 Click on the course title to access your course materials.

## For additional assistance



**CatID username, password and login assistance for Continuing and Distance Education students**

**Phone:** 319-273-7211      **Toll-free:** 800-772-1746

**E-mail:** [cesp-consult@uni.edu](mailto:cesp-consult@uni.edu)

**Course information:** [www.uni.edu/continuinged](http://www.uni.edu/continuinged)

### **Please note:**

You may need access to someone locally who can assist with browser configuration and computer set-up.

**Please keep for future reference.**

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# Emergency Notification System

UNI Alert notifies the campus community of emergencies and threats to safety in emergency situations including weather, violence, hazardous material, cancelled classes, etc. Notification is available via phone, e-mail and text message.

The system automatically includes current students, faculty and staff, based on their presence in the UNI Directory. Please verify the UNI Directory has your current information. For notification via cell phone, voice, and/or text message, include your cell number in the UNI Alert database.

## Updating your UNI Directory & UNI Alert Information

- 1** Visit [www.uni.edu](http://www.uni.edu), select the **MyUNiverse** link in the banner and enter your CatID username and CatID password. Click the Login button.
- 2** Select **Update my personal information** in the **My Personal Records** channel.
- 3** Click on the **Home Address, Local Address** and **UNI Alert** tabs and update as necessary, clicking the **Save Changes** buttons upon modifying each tab.  
**Note:** UNI Directory updates may take 2-3 days to process.



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