

# *YOUR* **@HUSKERS.UNL.EDU** *EMAIL*

*How to activate your new account*

## **WHY DO I NEED A UNIVERSITY EMAIL?**

Now that you're a Husker, it's important that you stay in the know. Your **@huskers.unl.edu** email connects you to our campus-wide communications system. These accounts are required for all students, so it's important for you to activate yours as soon as possible.

This email will ensure that you never miss important university communications and will be connected to your MyRED and Canvas accounts. Additionally, you'll use it to access university library services and software — like Adobe Creative Cloud, Matlab, Office 365 and more.

***Flip this over for a step-by-step guide to activating your new email account.***



# DIRECTIONS

## **FIRST:** Get your Account ID and synchronize your passwords.

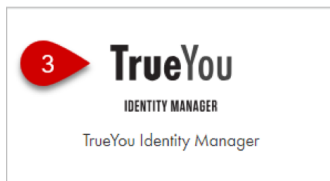
1. Go to [trueyou.nebraska.edu/SelfService/](https://trueyou.nebraska.edu/SelfService/)
2. Click on “**Change Password.**”

### Manage Your Accounts

TrueYou's Self-Service feature allows you to manage your account information simply and easily:

- 2 **Change Password**
- [Lookup NUID or Username](#)
- [Forgot Password](#)

3. Click on “**TrueYou Identity Manager.**”



4. Enter your TrueYou credentials (NUID and password).

The image shows the TrueYou Identity Manager login form. It includes the text "University of Nebraska & Nebraska State College System Single Sign On" and "TrueYou IDENTITY MANAGER". Below this, it says "Sign in using your TrueYou credentials." and has fields for "Username" (with the value "12345678") and "Password" (with masked characters). There is a "Remember Login" checkbox and a "Login" button. A red callout bubble with the number "4" points to the Login button.

5. You will receive the following notice: “Changing your password will update the password for all your TrueYou associated account(s) below.” Close this box.

6. Here's where your Account ID is listed. It will look like **hhusker2**. Make a note of it now. You'll need it in a few steps.

The image shows the "Change Your Password" form. It includes the text "This form allows you to update your TrueYou password." and "Change Your Password Passwords must be at least 10 characters long, and must contain uppercase and lowercase letters, numbers, and special characters, and MUST NOT include any resemblance to personal information like your name, username, birthdate." Below this are fields for "New Password" and "Confirm New Password", a "Change Password" button, and a "Notice: Changing your password will update the password for all your TrueYou associated account(s) below." At the bottom, it lists "Account ID: 12345678" and "TrueYou" with a list of associated accounts. A red callout bubble with the number "7" points to the "Change Password" button. Another red callout bubble with the number "6" points to the "Account ID: hhusker2" text.

7. Type your new password into both the New Password and Confirm New Password fields.

8. Click on Change Password — All of your university accounts are now synchronized, including MyRED, MyUNL, MyMail and Canvas.

## **SECOND:** Activate your email account.

1. Go to [mymail.unl.edu](https://mymail.unl.edu).
2. Log in with your Account ID (this is your username) and new password.

### **You're all set!**

Your email address is your Account ID + **@huskers.unl.edu** and will look like: **hhusker2@huskers.unl.edu**.