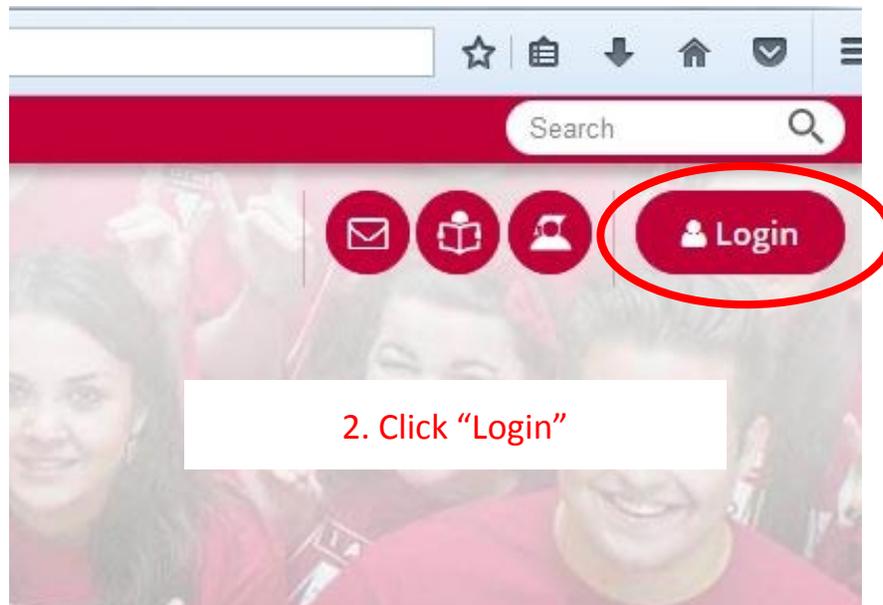


How to sign up for your UNM E-mail/Net ID

1. Go to this website: <http://my.unm.edu/home> with Mozilla Firefox or Internet Explorer browser (DO NOT USE GOOGLE CHROME)



UNM Central Authentication Service

Enter your Username and Password

Username:

Password:

Warn me before logging me into other sites.

LOGIN **CLEAR**

For security reasons, quit your web browser

Be wary of any program or web page that your browser should visually indicate that

Need help with your NetID?:

- [Create a UNM NetID](#)
- [Reset Password](#)
- [Change Password](#)

3. Click "Create a UNM NetID"

Sensitive and Protected Information Statement:

4. Click the blue button that says **I am new — I need a NetID**

Billing Portal	IT Staff Site	IT Hours	Contact	F
Downloads	IT Alerts	New NetID	Change Password	W

- About IT
- Key Projects & Dashboard
- Applications & Web
- Classrooms & Labs
- E-mail & Calendar
- Networking
- PC Hardware & Software
- Phones & Pagars

I need to change my current or expired password :

I don't remember my password **I know my old password**

I do not currently have a UNM NetID :

I am new – I need a NetID

Click the button on the left if you are a faculty/staff at the main or a branch campus account to access email and other services

5. Read the Policies and type your first and last name in the correct boxes then click **I Agree**.

I understand that failure to comply with this agreement may result in sanctions against me, including removal of the account and disciplinary action, and may subject me to criminal penalties.

First Name: Last Name: (click) ←

5. You will now enter your information that it asks for. Then, you have to choose 5 security questions to give answers to. These security questions are used when you forget your password, so remember them! Also, do not forget your NetID and password because it is very important!

Create A New NetID

Welcome Rawdah Abu Hashem. Follow the instructions to create your NetID. This will be your unique ID while you are with UNM - **you cannot change it** once you have created it. Your NetID will also be part of your UNM email address.

1. Confirm your identity.

Social Security Number (enter as 999-99-9999)

Birth Date (enter as **mm / dd / yy** e.g. 03/09/60)

2. Choose your NetID.

You can select any combination of letters and numbers for your ID (at least 3, and up to 20 characters). It must start with a letter. Your NetID is not case-sensitive; so for example 'TIM' is the same as 'Tim'. If someone else has already selected the ID you choose, you will receive an error and will have to start over with this form.

Select a NetID (3 to 20 characters, starting with a letter)

3. Choose a password.

Your password will be rejected if it does not meet this standard:

- Must contain between 8 and 20 characters
- Must not repeat a character more than twice in a row (e.g. RR is ok, but RRR is not)
- Must contain characters from at least 3 of the following characters sets:
 - Numbers
 - Upper case letters (A, B, C...Z)
 - Lower case letters (a, b, c...z)
 - Special characters - any of the following:
! " # % & ' () * + , - . / : ; < = > ? @ [] ^ _ ` { | } ~

Password Examples:

NewMexico2015

Abq2015NM

Your password cannot include your NetID (username), your first name, your middle name or your last name

Passwords are case-sensitive; the character 'A' is not the same as 'a'. Remember which case you use!

Select password

Confirm password

4. Choose your security questions.

If you forget your password you will have to answer 3 of your chosen questions before you can select a new password.

Select AT LEAST 5 questions. Answering more now may make it easier for you to reset your password in the future; you can answer all the questions if you wish. Provide answers you can easily remember. The answer to each question must be unique.

In what city was your mother born?

What is the name of your favorite pet?

What is your favorite city or vacation spot?

What is your favorite food?

What is your favorite hobby/pastime?

What was the first school you attended?

Who is your favorite teacher?

Who is your favorite athlete?

Who is your favorite author?

Who was your first employer?

Click to create your NetID

