

## How to claim your U of M computer ID

You will need to claim your university computer ID to access UofM e-mail and network services. This account is called an ins account. This is the username and password that you will use for jump, angel, webmail and network access on campus.

- (1) Go to [www.umanitoba.ca/claimid](http://www.umanitoba.ca/claimid) and hit BEGIN at the bottom of the page.

university of manitoba

### computer accounts CLAIMID

Information services & technology

#### help

Ensure your browser allows both JavaScript and PopUp windows.  
Close your web browser when done if you are using a public or shared computer.  
INS and CNS accounts are created immediately. UMnetID and Aurora accounts are processed within half an hour during the day. UMnetIDs are not processed overnight.  
If you need help claiming your account, contact:  
Help & Solutions Centre  
123 Fletcher Avenue  
204-474-8600  
support@umanitoba.ca  
For more information:  
umanitoba.ca/ist

#### what is claimid?

Claimid allows University of Manitoba students and employees to claim computer accounts on central systems.

**Before you begin:**

- 1) You need your student or employee number.
- 2) Students must be registered in the current term. Employees must be processed through Human Resources.
- 3) Students will be given two accounts: UMnetID and INS. UMnetID will provide email and other computer services. INS will allow use of the PCs in our computer labs.  
Employees must choose the accounts they require.
- 4) You will be assigned the same userid and password for all accounts that are created at the same time. You can change the passwords later.
- 5) Write down your userid and password, on separate pieces of paper for security reasons. This is the only time your password will be displayed.
- 6) If your account already exists, your password will not be displayed or changed.
- 7) Click on FINISH or your accounts will not be activated.
- 8) Your email address will be (your UMnetID)@cc.umanitoba.ca. Please read your mail or forward it to an address you use.
- 9) You do not have to write down any information that is not specific to your accounts. You can get it later from [umanitoba.ca/ist/accounts/claimid.html](http://umanitoba.ca/ist/accounts/claimid.html)

**BEGIN!**

- (2) Another window will open. Enter your Last Name, Birth date and seven digit UofM ID number and hit CONTINUE.



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### SIGN-IN

Last name:

Birth date:     
(4 digit year)

ID Number:

JAMIE SMITH  
STUDENT 22212-0-8888888-7

CANCEL  CONTINUE

- (3) You will see the TERMS OF SERVICE page. This is a list of rules for your computer account. Hit ACCEPT.

### USER AGREEMENT

- 1. USE OF YOUR USERID:** Your computer account is for your use only, and not to be shared with anyone, including friends or family members. You are responsible for all actions performed with the use of your accounts.  
Computer use, other than for your University-related work, is a privilege which can be revoked by the University at any time for administrative or other reasons, or for misuse.  
By accepting a userid you also agree to use it responsibly. You also agree to comply with the University of Manitoba Policy on Use of Computer Facilities as approved by the Board of Governors. This policy is available on the University website.
- 2. CHARGES:** You are responsible for charges incurred by your account. Invoices are sent only by email to your University email address. Charges are incurred for use of the University's dial-up internet service above 30 hours in any single month. The cost over 30 hours is 75 cents per hour. These charges are independent of any long distance costs incurred to reach the Winnipeg modem number.
- 3. EMAIL:** You are responsible for reading your University account email as it will receive account invoices and other official University announcements.
- 4. EMPLOYEES:** Confirmation of University of Manitoba computer accounts may require the use of personal information from the Human Resource Information System to verify your identity and

I understand and accept these conditions.

DO NOT ACCEPT  ACCEPT

(4) You will be given your userID and password for your ins account. WRITE THESE DOWN. The most common error students make is that they forget their userID and password. (If you do happen to forget them, go to 123 Fletcher Argue with photo ID and they can help you claim a new one). It is extremely important that you keep your password private. Do not share it with anyone.

Accounts		
System	Userid	Password
<b>UMnetID (ccu/jump/webct)</b> email, personal homepage, internet, laptop ports, wireless network, Unix, disk space, printing, Software Express	UMNetID	(has not changed)
<b>cns</b> required if your department uses the Novell Network system	UMNetID	(has not changed)
<b>ins</b> use of computers in student PC labs and classrooms	UMNetID	(has not changed)
<b>aurora</b> departmental authorization required	UMNetID	(has not changed)

CANCEL  FINISH

(5) You will be given your UofM e-mail address. WRITE THIS DOWN. After you have written down your e-mail address, hit CLOSE.

**thank you**

Your email address is:

UMNetID@cc.umanitoba.ca

For full functionality of Aurora accounts, an Aurora security administrator must set your permissions. If you cannot login to Aurora and your department has authorized its use, please notify your supervisor.

You will now have immediate access to your webmail and jump accounts. You may have to wait up to 30 minutes before you gain ANGEL access.

If you experience any problems with your ins account, please contact: Help & Solutions Centre, 123 Fletcher Argue, 204-474-8600, [support@umanitoba.ca](mailto:support@umanitoba.ca) or [www.umanitoba.ca/ist](http://www.umanitoba.ca/ist)

Open Computer Labs:

- 237 Agriculture
- 131 St. John's College
- 232 University College
- 135 Engineering E2
- 008 Dafoe Tunnel
- 128 & 185 Frank Kennedy
- 108 – 115 Machray Hall

Wireless Hotspots:

- Dafoe Library – Open Area 1<sup>st</sup> floor
- Drake Building
- Engineering E2 & E3
- Ellis Building
- University Centre – 2<sup>nd</sup>, 3<sup>rd</sup>, & 5<sup>th</sup> floors
- Frank Kennedy 1<sup>st</sup> floor
- Continuing Education 1<sup>st</sup> floor

Webmail: [www.umanitoba.ca/webmail](http://www.umanitoba.ca/webmail)  
 Use your umanitoba.ca e-mail to communicate with your professors, some university professors only respond to university accounts. Admissions and the libraries will use your university e-mail to communicate with you. It is important to check your university account often. It is also possible to forward your e-mail from your umanitoba.ca account to your current e-mail address.

If you have problems logging onto the wireless, contact the IST Computer Support Desk, at 204-474-8600 or [support@umanitoba.ca](mailto:support@umanitoba.ca)