To access the UVM computer network, your e-mail, your paycheck, personal and benefits information, you must first establish a UVM NetID account.

PLEASE NOTE: Your name MUST be in UVM's IT system before you can activate your NetID account. Go to the UVM Directory page (http://www.uvm.edu/directory/) and search for your name. If directory information appears, you may activate your NetID and set up your e-mail.

Activating your UVM NetID Account
1. Go to http://www.uvm.edu/account/
2. Click on the Set up your NetID link.
3. On the Network ID Activation page, enter your UVM ID number (your Social Security Number with NO HYPHENS) and your Date of Birth and click Continue.
4. Your NetID should now be activated. If you are not able to activate your account, call the Helpline at 802.656.2604 for assistance.

PLEASE NOTE: Do not share your password with anyone, as it can be used to view or change your personal information.

Setting Up Your e-Mail

UVM offices use a variety of systems for e-mail. Please confirm with your office which program to use. Instructions for configuring your account for various e-mail programs are available from Enterprise Technology Services (http://www.uvm.edu/it/email/).

Forwarding Your UVM e-Mail to a Departmental e-Mail Account

The Enterprise Technology Service Group (ETS) creates Network IDs, standard e-mail addresses, and e-mail accounts for all affiliates automatically. The standard e-mail address (firstname.lastname@uvm.edu) is used for all official University e-mail communications.

Users of departmental mail servers are encouraged to set the mail forwarding feature for either their standard UVM e-mail address or their departmental address. By doing so, you will be able to receive all University communication addressed to your standard UVM address.

To Forward Your e-Mail
1. Go to: www.uvm.edu/account
2. Click on the Email Forwarding link located under “Mail Settings.”
3. Follow the instructions on the screen.