10 easy steps to get started

**Step 1 Your UNI**

1. If you are using a lab computer, which requires login, ask a lab consultant for assistance.
2. Open Internet Explorer, Firefox, Chrome or Safari and type this URL: [http://uni.columbia.edu](http://uni.columbia.edu).
3. If you don’t know your UNI, enter your name in the text field *Forgot UNI? (look up your UNI by name)* and click the *Search* button. A window will show your information including your UNI (usually your initials followed by numbers).

**Step 2 Activate your UNI**

1. Return to the ‘Manage MY UNI’ page ([http://uni.columbia.edu](http://uni.columbia.edu)).
2. Click on *Activate UNI or Email*.
3. Read and accept the ‘Computer and Network Use Policy’.
4. Enter your UNI.
5. Fill out the form with your data and choose a password. **Your password must be at least 8 and up to 64 characters long and a combination of letters AND numbers.**

**Step 3 Activating TC Gmail**

1. Click on the *myTC* link at the top right corner of the TC homepage ([http://www.tc.edu](http://www.tc.edu)). You will log in using your UNI and UNI password.
2. Activate Gmail by clicking on the Gmail icon at the upper right of the screen. You must accept the terms and agreements and then log out and close your browser. Open your browser and log in to *myTC* again and then click again on the Gmail icon. You will need to accept another set of terms and conditions and you can then begin using your TC Gmail.
3. Your TC Gmail is for life, provided you graduate, and it is protected from data tampering. The College highly discourages forwarding your TC Gmail to non-protected accounts such as your personal account.

**Step 4 Configuring your Mobile Phone**

1. In order to sync your mobile phone to TC Gmail you need to get the Google Sync Code (THIS IS NOT YOUR UNI PASSWORD).
2. The Google sync code is available in *myTC* under the Search & Help tab.
3. Click on "Reset My Code" to get the code.

You will need to use this code with no spaces as the password for your mobile access. For more information consult the Mobile Setup section in the TCApps website at [http://www.tc.edu/tcapps](http://www.tc.edu/tcapps).

**Step 5 Access the public computers in 242 Horace Mann and 345 Macy using your UNI**

1. To log onto a public computer, you need to use your UNI as USERNAME and your TC ID number (the 9-digit number starting with a T) as a PASSWORD. The ‘Domain’ is ‘TC-ACS’.
2. When you log on for the first time, you will be asked to change your password to one of your choice.
3. If you don’t know your TC ID, log in to *myTC* [http://my.tc.edu](http://my.tc.edu) with your UNI and password. Click on the TC Services tab. Under ‘Personal Information’, click on the ‘My TC ID number’ link.
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Step 6  Register for Classes On-Line

1. Select ‘Schedule of Classes’ from ‘Quick Links’ at the top of Teachers College homepage. (You can also find the schedule in myTC > Courses Tab > List of Classes).
2. Go to myTC http://my.tc.edu and use your UNI and your password to login.
3. Click on the Courses tab.
4. Click on Add/Drop Courses in the Registration Tools box. Type the CRN of the course for which you want to register.

Step 7  Printing

You can print from 242 HM and 345 Macy via the GoPrint system. See detailed instruction in the Computing & Technology website under ‘Public Work Stations & Printing’. All Teachers College students are entitled to print 20 pages per week free. To add an Extended Printing Quota of either 50 or 100 additional pages to your account, you need to visit 234 Horace Mann.

Step 8  Access your courses

1. Wait at least 24 hours after registration.
2. Click on the myTC http://www.tc.edu link.
3. Log in using you UNI and password.
4. Click on the Courses tab. Links to your courses will appear in the ‘My Courses’ box.

Step 9  Find eReserves readings in your Moodle course

1. Click on your course.
2. Click on ‘E-Reserves’ in the TC Apps Quick Links box.
3. This will take you to the Library eReserve site. Log in with your UNI and Password.
4. Click on ‘Courses’ at the top, select your courses. Your reading will appear in the right window.

Step 10  Send email messages using Moodle

1. Click on you course in Moodle.
2. Click on ‘Compose’ in the ‘Quick Mail’ block in the right panel.

PROBLEMS?

• Login, general access and Moodle problems: call 212-678-3304 or email studenthelpdesk@tc.columbia.edu
• eReserve or BlackBoard problems: http://library.tc.columbia.edu/support.php (select your problem in the pull down menu).
• Residential Network problems: email resnet@tc.edu.

NEED TO IMPROVE YOUR COMPUTER SKILLS?

Check our Technology Workshops schedule and description under Help and Training > Technology Workshops and Training on the Computing & Information Technology site.

NEED MORE INFO?

Consult our Technology News at the bottom the Computing & Information Technology homepage.