7 Easy steps to get started

Step 1. Make sure you have paid the $300 admission deposit fee. You will have to wait at least one day after payment of the deposit fee to be able to activate your UNI account.

Step 2. Find out your Columbia UNI (University Network ID) if you don't know it.
- If you're working in a lab which requires login, ask a consultant for assistance,
- open Internet Explorer and go to TC web page http://www.tc.edu,
- click on “My TC & Email” link on the top menu,
- click on “CUB Mail” link on the pop-up menu, then click on the “Activate Account (UNI)” link. (You may also reach this page by typing this url: http://uni.columbia.edu)
- enter your name in the field “UNI Lookup by Name:”, and click the “Search” button. A pop-up window will show your information including your UNI (usually your initials and a number).

Step 3. Activate your Columbia CUNIX e-mail using your Columbia UNI.
- Return to the “Activate Account (UNI)” page following the process in Step 2
- click on “Activate a NEW Account” link. You have to read and accept University “Computer and Network Use Policy”.
- Fill out the form excluding the last part on “Enter authenticating information” (leave UNI Activation Code and Pin blank).
- NOTE: Your password must be between 6-8 characters long and a combination of letters AND numbers
- click the “Create My Account” button. Once the account has been activated, you can close the browser.
- If you do not intend to use the Columbia Email address, you MUST activate mail forwarding
- Go to http://uni.columbia.edu/, Click on “Login to Manage Your UNI Accounts” scroll down to the “Configure Email Settings” section and click on the Mail Forwarding link – Log in with your UNI and your Password, click on Forward and type your forwarding address in the field box. Click on Save.

Step 4. You can access the public computers in 242 Horace Mann and 345 Macy using your Columbia UNI.
- To log on to a computer, type in your UNI as your username, and your UNI + last four digits of the TC ID (which is usually your SSN or internally assigned TC number) as your password. Make sure that the “Domain” line says “TC-ACS”.
- When you log on for the first time, you will be asked to change your password from TC ID to a password of your choice. We recommend using the same password that you made up when you activated your Columbia CUNIX e-mail address.
Academic Computing Services - New Student Orientation:

Step 5. Shop for Classes.
- Select Class Schedule from the MYTC & EMAIL pull down menu at the top of Teachers College homepage.
- Search for courses, mark the CRN down from the result page (6 digit number on the left). If the instructor has made a course description available you may click on the CRN link to take a look at the course syllabus.

Step 6. Register On-Line.
- You can access TC Student Information System using your 9-digit TC ID and 6-digit PIN obtained from the Registrar's Office or from your Academic Advisor.
- open Internet Explorer and go to TC web page http://www.tc.edu,
- click on “My TC & Email” link,
- click on “Student Info System ” link.

Step 7. Check your courses using ClassWeb.
- Wait at least 24 hours after registration
- Select MYTC & ClassWeb from the MYTC & EMAIL pull down menu at the top of Teachers College homepage.
- Log onto MyTCPortal and ClassWeb. using your UNI and password
- The courses you have registered for will appear on the portal page.
- Click on each course number to see more information about your courses, download materials and e-reserve readings

PROBLEMS?

- For login problems and general access contact Academic Computing Services x3302 email: acs@tc.edu
- For ClassWeb problems email cwsupport@tc.edu
- For Residential Network problems email: resnet@tc.edu

NEED MORE INFO?
Click on Student FAQ's and on the Student Newsletter on the Computing & Technology Homepage.

NEED TO IMPROVE YOUR COMPUTER SKILLS?
Take our Technology Workshops. The schedule and description is available at http://www.tc.edu/cis/workshops or from the Computing and Technology Homepage, select Support and Training>Workshops and Training>Technology Workshops for Students.