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 are in a computer lab which requires login, ask a consultant for assistance,
- Open Internet Explorer and type this url: http://uni.columbia.edu.
- Enter your name in the field “Forgot Your UNI? (lookup Your UNI by name):”, and click the “Search” button. A 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 My UNI page (http://uni.columbia.edu).
- Click on “Activate a NEW UNI Account”. Read and accept the “Computer and Network Use Policy”.
- Fill out the form with your data and choose a password, leave “Enter authenticating information Pin # blank
- NOTE: Your password must be between 6-8 characters long and a combination of letters AND numbers
- Click the “Activate 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 Account”, enter your UNI and your password. Click on the “Mail Forwarding” link in the “Configure Email Settings” section. You will be in the “Welcome to Ingo” page. Log in again with your UNI and your password, click on Forward and type your forwarding address in the field box. Click on Save.

Step 4. Access the public computers in 242 Horace Mann and 345 Macy using your UNI.
- To log onto a public computer, your USERNAME is your UNI, your PASSWORD is your UNI + the last four digits of the TC ID (which is usually your SSN or an internally assigned TC number beginning with @). 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 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.
- To access the TC Student Information System start Internet Explorer or Firefox and go to the TC homepage at http://www.tc.edu, click on the “My TC & Email” pull down menu, and select “Student Info System”
- To log in use your 9-digit TC ID and 6-digit PIN obtained from the Registrar’s Office or from your Academic Advisor.

Step 7. Check your courses using ClassWeb.
- Wait at least 24-48 hours after registration
- Select MYTC & ClassWeb from the “My TC & 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 course 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. To check the workshop schedule and description go to http://www.tc.edu/cis/workshops or from the Computing and Technology Homepage, select Support and Training>Workshops and Training>Technology Workshops for Students.