Checklist for Online Continuing Professional Studies Students

| 1 Know your UNI | Your UNI is the unique identification number assigned to you by Columbia University. With it, you will be able to access online resources at Teachers College. By now, you may have received a notification to activate your UNI. If you have not received a notification or have forgotten your UNI, please email registrar@tc.edu.  

*Note: If you have been a student or employee in the past at any school affiliated with Columbia University, you may already have a UNI. If this is the case, and you have forgotten it, please look up your UNI.*  

| Notes: | Please save your UNI somewhere you can find it when you need it.  
When you enter your UNI, please enter it in lowercase. |
|---|---|

| 2 Activate your UNI | Please [activate your UNI](#) by selecting Activate Your UNI or LionMail Account. Read and accept the Account Activation terms as indicated.  

Enter your UNI when prompted.  

| Notes: | You are only required to enter your date of birth. Do not enter the last 4 digits of your Social Security Number.  
Save your password somewhere you will remember it |

| 3 Familiarize yourself with the myTC Portal | The [myTCPortal](#) serves as the platform through which you will access your course site(s), TC Gmail, and other resources and apps available to you at TC. Use your UNI and password to log into the myTC Portal.  

| Notes: | You will only be able to log into the myTC portal after your UNI has been created and you have activated it.  
The TC Portal is going to display a lot of information. The links that will be the most relevant to you are the Canvas Courses link under the Course tab, the Gmail link located at the top right of the page, and the Research tab from which you will be able to access the Gottesman Library online. |
Teachers College, Columbia University
Online Continuing Professional Studies Student Checklist and Course Access Information

4 Activate your TC Gmail
Your TC Gmail will be the only email used for all course-related communications. Please be sure to activate your TC Gmail before your program begins. Review instructions for activating your TC Gmail.

How to Access Your Online Course Site

1. Log into the myTC Portal with your UNI and password
2. Select the Courses tab
3. Select Canvas Courses in the TC Class Resources section
4. Once you’ve been redirected to Canvas Dashboard, select your course

Key Contacts If You Need Help

No UNI Notification? Don’t known your UNI?
registrar@tc.edu

Problems Activating UNI?
askcuit@columbia.edu
212-854-1919

Problems Accessing myTC Portal or Course Site?
servicedesk@tc.columbia.edu
212-678-3300

If this is your first time taking an online course...
Please make sure to go through the Preparing for Online Orientation site. You will be able to access the orientation from your Canvas dashboard.