



MaineStreet Account Management, Part 1: Activation

Description

Every member of the University of Maine System—faculty, staff or student—has a UMS account. We call this a **MaineStreet account**. In addition, anyone who applies to be a student at one of the UMS Universities is also given a MaineStreet account. The account consists of a user id, a password set by the account owner and an e-mail address. Account holders can use the userid and password to access the BlackBoard online learning system and to dial-up to the Internet via the UMS modems. The MaineStreet user id and password are used to sign on to the MaineStreet portal where employees can perform functions related to their employment, students and applicants can see student-related information, and everyone can maintain personal information such as addresses, phone numbers, emergency contacts and so on.

A new MaineStreet account must be **activated** before it can be used. During activation, the account holder sets a password. This guide shows how to activate an account.

Navigation

<http://mail.maine.edu>

or

<http://www.maine.edu/activate.html>



Account Activation

QG / Quick Guide

The mail.maine.edu web page

This page contains links to several account management sites. From this page you can activate an account, change or reset the password on an account, forward any e-mail sent to your MaineStreet e-mail address, or use the Web to access your MaineStreet e-mail directly.

You can also get a report on your usage of the U. Maine System dial-up services.

If you click the [Account Activation](#) link, you will go to the activation web page.

The screenshot shows the University of Maine System mail server interface. At the top left is the logo and text "University of Maine System UNIVERSITY OF MAINE SYSTEM NETWORK". At the top right is "University of Maine System". Below this is a disclaimer: "This mail server is for the use of the students, staff, faculty and clients of the University of Maine system only." In the center is a table of links:

UNET account information and maintenance	Account Activation
Change your UNET account password.	Reset lost password
Change your UNET account mail forwarding.	

At the bottom of the page is the text: "Web browser access to mail - IMP version 4.0.4, Horde version 3.0.11"



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The Account Activation Page

On the right we see the top part of the Account Activation page.

Read the information carefully.

You will need to know your **Student ID** (students and applicants), or your **EM-PLID** (employees), plus you need an **Activation Key**.

If you don't know your Activation Key, contact the computing center helpdesk on your campus.

Scroll down to see the rest of the page.



Information Technology Services

Account Activation: Getting Started

Welcome to the Account Activation System of the University of Maine System.

Current students: To activate your account, you will need to enter your Student ID (as you do for WebDSIS) and your account activation key.

Admission applicants: To activate your account, you will need to enter your assigned Student ID Number and your account activation key.

Employees: To activate your account, you will need to enter your EMPLID and your account activation key.

This activation process will ask you to offer the following information:

- your desired password
- three questions and answers which may be used to identify you in the future

[Hint: think of a password and your three questions before starting this process.]



Account Activation

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Step 1: Enter your Student ID or EM-PLID and the Activation Key.

As explained in the top part of this Activation page, use your Student ID or EM-PLID in the first field.

In the second field, enter the Activation Key. Pay attention to the case of the letters in the Activation Key. Case matters here!

After entering the ID and Key, click

This takes you to the next web page.

Current students: To activate your account, you will need to enter your Student ID (as you do for WebDSIS) and your account activation key.

Admission applicants: To activate your account, you will need to enter your assigned Student ID Number and your account activation key.

Employees: To activate your account, you will need to enter your EMPLID and your account activation key.

This activation process will ask you to offer the following information:

- your desired password
- three questions and answers which may be used to identify you in the future

[Hint: think of a password and your three questions before starting this process.]

To begin, enter your identification number and your account activation key into the form below, and click the "Continue" button.

Enter your identification number: **REQUIRED**
(Do NOT include spaces or dashes)

and enter your activation key: **REQUIRED**
(Enter EXACTLY as printed)

Click the button to continue:



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Step 2: Re-enter your ID and Activation Key.

You will need to enter your ID (Student ID or EMPLID) and the Activation Key again.


Step 3: Make up a good password.

A good password is one that is hard to guess. There are very smart programs which can guess commonly used passwords. Remember that anyone who has your ID and password can access a lot of your personal information, and can send abusive e-mail in your name.

A good password is a long sequence of upper and lower case letters, numbers and punctuation marks.

Passwords must be at least 6 characters long (should be longer!), and must contain at least one number, but can't be all numbers.

Scroll down to see the rest of this data entry web page (see next page).


Maine's
Public
Universities
UNIVERSITY OF MAINE SYSTEM

Information Technology Services

Account Activation: Entering Information

STEP I: Identify Yourself

First, enter your identification number: REQUIRED

and enter your activation key: REQUIRED

STEP II: Set your password :

Passwords can contain letters, numbers, and punctuation marks.



Account Activation

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Enter your password twice.

Step 4: Make up three questions and answers.

If you later forget your password, you can use these questions and answers to reset it (remember the “Reset Lost Password” link on the **mail.maine.edu** web page?). If you need to reset your password, the system will select two of the three questions and you must supply the answers to prove to the system who you are.

It’s easy to forget how you phrased your answers, so simplify by using questions with single word answers. Also, pay attention to upper and lower case in your answers. In fact, you can specify in the questions that you used all lower case:

Example Question:

City where paternal grandfather was born (all lower case).

Answer:

london

Step 5: Click
You’re done!

Activate Account

STEP II: Set your password :

Passwords can contain letters, numbers, and punctuation marks.

Your password must contain at least one character that is not a letter, and cannot be entirely numbers. Passwords must be at least 6 characters in length and cannot be longer than 30 characters.

Enter your desired password: REQUIRED
and retype your desired password: REQUIRED

STEP III: For Future Identification ...

These questions and answers will be used to subsequently identify you (for example, if you forget your password.)

Enter Question 1: REQUIRED
Enter the answer to Question 1: REQUIRED
Enter Question 2: REQUIRED
Enter the answer to Question 2: REQUIRED
Enter Question 3: REQUIRED
Enter the answer to Question 3: REQUIRED

STEP IV: Submit Information

Finally, click the button to submit this information and activate the account:

Activate Account