General Questions

What is MaineStreet?

MaineStreet UMS is the University of Maine System’s online portal through which we access the PeopleSoft administrative computing system and other System-wide online resources.

What is PeopleSoft?

PeopleSoft is a web-based administrative computing system. As a student, you use PeopleSoft Student Self-Service to enter and update your bio-demographic data, such as names, addresses and emergency contact information. Student employees use PeopleSoft Employee Self-Service to access their job-related bio-demographic information in the Human Resources system and to report hours worked.

What is WebDSIS?

WebDSIS is the web-based Distributed Student Information System. As a student on a UMS campus, you have access to WebDSIS, where you can see various information related to your student record. UMS is in the process of transitioning from WebDSIS to MaineStreet.

What can I do in WebDSIS and MaineStreet?

For a handy guide to WebDSIS and MaineStreet, check the Student Survival Guide.

What is the difference between my Student ID and my UMS User ID? Why do I need them both?

Your Student ID is the ID that uniquely identifies you in PeopleSoft and other UMS systems. Your UMS User ID is what you use to login to MaineStreet and other UMS systems such as your UMS email account (@maine.edu), Blackboard and WebCT.

MaineStreet and your UMS Account

How do I log in to MaineStreet?

Log in to MaineStreet using your UMS User ID and password. This ID is usually your first and last name separated by a period (e.g. 
robert.student). If you’ve forgotten your password see ‘What if I’ve lost my MaineStreet password?’ below.
If you have not yet activated your UMS Account, refer to ‘How and where do I activate my UMS Account?’ below.

How and where do I activate my UMS Account?

You’ll need your Student ID and an activation key to activate your UMS Account. This information is sent to you from the campus you submitted an application to. If you are a current student and do not know your Student ID or activation key, please contact your campus’ computing Help Desk (see ‘Where to get help’ near the end of this document).

To activate your UMS Account, navigate to http://mail.maine.edu and click on the ‘Account Activation’ link. For more detail on activating your UMS Account, refer to the Current Students UMS Account page.

How and where do I change my UMS Account password?

Navigate to http://mail.maine.edu and click the ‘Change your UMS account password’ link. Refer to the Current Students UMS Account page.

What if I’ve lost my UMS Account password?

Navigate to http://mail.maine.edu and click the ‘Reset lost password’ link. Refer to the Current Students UMS Account page.

How can I find my Student ID?

Log in to MaineStreet. From your Student Center (under Student Self-Service) click the ‘Demographic Data’ link. Your Student ID is in bold at the top of the page. If you are not able to log in to MaineStreet, ask a departmental administrative assistant or your Registrar’s office for assistance.

UMS Account Email (@maine.edu)

The UMS email account (@maine.edu) is the official email account for the University of Maine System. Within PeopleSoft it is referred to as the “Business Address.” While you are a UMS student all official university email will be sent to either the Business or Campus email address. Your campus Admissions or Registrar Office will inform you which address is used for official notifications.

How do I receive mail using my UMS email (@maine.edu) account?
There are two methods available for sending and receiving your UMS email: via the Horde Web interface, or via a POP- or IMAP-based email client. To use the Horde Web interface, navigate to http://mail.maine.edu and click on the ‘Web browser access to mail’ link and login using your UMS User ID and password.

For more information on POP/IMAP access to your UMS e-mail account, you may view an interactive demonstration about how to check your email account using Outlook Express at http://www.maine.edu/system/mainestreet/training/UMSEmailwithOE.html.

Can I forward the mail sent to this account?

Yes, you may forward mail sent to your @maine.edu account. Navigate to http://mail.maine.edu and click on ‘Change your UMS account mail forwarding’. Note that it is your responsibility to ensure that the email address to which you forward your UMS email is a working address. Because your UMS email account is typically where all official UMS notifications are sent (i.e. financial aid, Bursar’s Office, Student Employment and campus alert notifications), failure to check your UMS email, either directly or through the forwarding account, may have negative consequences.

What are the different email addresses in PeopleSoft used for?

- **Business** is your UMS (@maine.edu) email address *
- **Campus** is your campus email address (where applicable)
- **Home** is your home email address
- **Other** can be used to store another contact email address

* Note that you may not edit the Business email address via the MaineStreet Student Center

What are the different mailing Address types in PeopleSoft used for?

You may have up to five separate mailing addresses, and up to six addresses if you are a student employee:

- **Home** is your permanent address.
- **Mailing** is your current or local address.
- **Billing** is where your student bill is sent.
- **Business** is your off-campus work address. *
- **Residence Hall** is for students living on campus. *
- **Campus** is your student employment location. *

* Note that you may not edit these addresses via the Student Center
What are the different Name types in PeopleSoft used for?

*Primary* is your full legal name
*Preferred* is your favored name
*Diploma* is the name you wish to have printed on your diploma

* Note that you may not edit this name type via the Student Center; refer to ‘How can I change my “Primary” name?’ below.

How can I change my “Primary” name?

Only the Office of Student Records may change your *Primary* name; contact the appropriate administrative office on your campus to initiate a primary name change.

Special note for student employees:
Student employees and employees who are students must update bio-demographic data – names, addresses, etc. – in both *MaineStreet* Human Resources and *MaineStreet* Campus Solutions. To update Human Resources information, use the ‘Employee Self-Service’ menu item; to update Campus Solutions information, use the ‘Student Self-Service’ menu item.

For information about changing your bio-demographic information in MaineStreet, go to http://www.maine.edu/current/psoft/UserGuidesandDemos.php.

WebDSIS

How do I log in to WebDSIS?

Navigate to http://www.maine.edu/dsis/ and log in using your 9-digit Student ID and PIN. If you have never used WebDSIS or IVR your PIN is your date of birth entered in the format of mmddyy including leading zeroes (i.e. 090983) and with no punctuation of any kind. If your date of birth does not work you have probably changed your PIN at some time. To have it reset to your date of birth please contact the appropriate office on your campus from this list (this info is also found by clicking on “Pin help” on the WebDSIS intro page):

<table>
<thead>
<tr>
<th>University of Maine at Augusta</th>
<th>1-877-862-1234</th>
<th><a href="mailto:umaar@maine.edu">umaar@maine.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Maine at Farmington</td>
<td>207-778-7240</td>
<td><a href="mailto:registrar@umf.maine.edu">registrar@umf.maine.edu</a></td>
</tr>
<tr>
<td>University of Maine at Fort Kent</td>
<td>207-834-7520</td>
<td><a href="mailto:raymond@maine.edu">raymond@maine.edu</a></td>
</tr>
<tr>
<td>University of Maine at Machias</td>
<td>207-255-1223</td>
<td><a href="mailto:wweaver@maine.edu">wweaver@maine.edu</a></td>
</tr>
<tr>
<td>University of Maine</td>
<td>207-581-1290</td>
<td><a href="mailto:umrecord@maine.edu">umrecord@maine.edu</a></td>
</tr>
<tr>
<td>University of Maine at Presque Isle</td>
<td>207-768-9541</td>
<td><a href="mailto:heronc@umpi.maine.edu">heronc@umpi.maine.edu</a></td>
</tr>
</tbody>
</table>
Your WebDSIS Student ID is generally your Social Security Number.

**How can I change my WebDSIS PIN?**

Log in to WebDSIS and click the ‘PIN Update’ link.

**Is WebDSIS being shut down?**

WebDSIS is being phased out, but will not shut down completely for a few years. You’ll still use WebDSIS to access all academic information, to search and register for courses, and to access financial aid information. Only your bio-demographic information – name, address, phone numbers, etc. – is moving to MaineStreet UMS.

**Privacy & Security**

**What is FERPA?**


“FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.”

**What is Public Directory Information? What is considered ‘Public Directory Information’?**

Public directory information is information that the University may disclose without consent. UMS considers the following data *Public Directory Information*:

- Name
- Degrees and Awards received (including dates)
- Address (excludes email)
- Most recent previous educational institution attended
- Phone
- Participation in sports and activities
- Date of birth
- Class level
- Program of study
• Enrollment status (full/part-time)
• Dates of attendance
• Appropriate personal athletic statistical data

Can I restrict the release of my public directory information?

Yes. By default, a student’s directory information is releasable – release is allowed without the student’s consent. You may change this via the PeopleSoft Student Center. If you wish to restrict the release of your directory information, please note the following:

“If a student requests that directory information not be released, no information will be released to any requestor, including insurance companies and prospective employers, without the expressed written consent of the student. Nor will the student's name be included in the published Dean's List, student directory, commencement brochure or any other institutional publication or press release.”

How can I choose a secure password?

For some tips on choosing and protecting your password, see http://www.maine.edu/current/psoft/Pickprotectpassword.php.

Should I ever change my password?

Yes. You should change your password on a regular basis. Computer systems worldwide are prone to an ever-increasing number of malicious attacks by people searching for personal information. This information can be used for identity theft purposes or simply to cause a disruption of service. Much thought and effort has been applied to protecting our computing systems but our largest risk is associated with passwords that can be uncovered.

Where to Get Help

Who do I contact if I’m having trouble logging in to MaineStreet UMS?

Contact your Campus' Help Desk. The help desk numbers are listed below.

UMA, UC-B, and University College Outreach…..621-3475
UMF…………………………………………………………….778-7300
UMFK………………………………………………………834-7818
UMaine…………………………………………………………….581-2506
UMM…………………………………………………………….255-1237
UMPI…………………………………………………………….768-9626
USM…………………………………………………………….780-4029
**Who do I contact if I’m having trouble logging in to WebDSIS?**

Contact the appropriate office at your campus from this list:

<table>
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<tr>
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</tr>
<tr>
<td>University of Maine at Presque Isle</td>
<td>207-768-9541</td>
<td><a href="mailto:heronc@umpi.maine.edu">heronc@umpi.maine.edu</a></td>
</tr>
<tr>
<td>University of Southern Maine</td>
<td>207-780-5541</td>
<td><a href="mailto:usmregi@maine.edu">usmregi@maine.edu</a></td>
</tr>
<tr>
<td>University College</td>
<td>1-800-868-7000</td>
<td><a href="mailto:leaton@maine.edu">leaton@maine.edu</a></td>
</tr>
</tbody>
</table>

**Who do I contact if I’m having problems using either MaineStreet or WebDSIS?**

Navigate to [http://www.maine.edu/system/mainestreet/helpall.php](http://www.maine.edu/system/mainestreet/helpall.php). There you’ll find, listed by campus, all help contacts for all things MaineStreet. If you’re having trouble within WebDSIS, consult the table just above for contact information.

**Blackboard**

**What is Blackboard?**

Blackboard is an online portal which acts as a gateway to various online courses offered by UMS campuses.

**How do I log in to Blackboard?**

Navigate to [https://www.courses.maine.edu/](https://www.courses.maine.edu/) and log in using your UMS User ID and password. See the section titled ‘MaineStreet and your UMS User Account’ for answers to questions regarding your UMS User ID.