

Quick start guide for new Union Institute and University students

(Revised 12-4-18)

All new Union Institute and University (UI&U) students receive a welcoming email containing their UI&U ID number, their login credentials and an introduction to the systems and applications they will use the most. This document provides detailed descriptions of the resources mentioned in the welcome letter. Please contact the UI&U help desk (513-487-1137) if you need assistance.

1. Your username and (initial) password

Your UI&U username consists of the letter U, your six digit ID number and the email.myunion.edu suffix: e.g., U123456@email.myunion.edu

Your initial password is **UIU120106!** After signing in for the first time you will be prompted to change your password and finalize the setup of your account. This will only happen once.

In the future you can reset your password and verify your account information on the [Password and ID Help](#) page in CampusWeb, under the **Help Desk** tab.

2. Single Sign-On (SSO)

UI&U has a single sign-on (SSO) application that lets a student access multiple resources with one set of login credentials. After logging in you can access your UI&U email account, the student portal and learning management system (CampusWeb) and the Library research databases without the need to login a second time. If you go to CampusWeb or the Library website to login you will be redirected to the sign-in page on Microsoft 365 (see image below) and then returned to your CampusWeb home page or the appropriate Library page. If your email account is your destination the sign-in page will deliver you to your Outlook inbox page.



3. Your UI&U email account

We license Microsoft's Office 365 platform to provide email and productivity tools to all of our students. Access your email account at <https://webmail.myunion.edu> and login with your username and your personal password. Though your username begins with U + your ID number (e.g., U123456@email.myunion.edu) your email address will appear as firstname.lastname@email.myunion.edu to those you communicate with. Note: all official University communications will be sent to this email account. Please login frequently.

4. CampusWeb

CampusWeb (<https://campusweb.myunion.edu/ics>) is the UI&U student portal and the home of our learning management system. You will use CampusWeb to access your courses, view your grades, register for classes, manage your financial account and visit the Writing Center, etc.

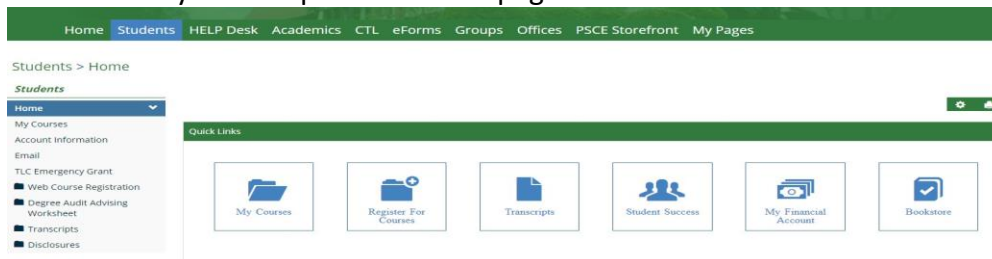
5. The Student Enrollment Agreement and the Performance Fact sheet.

There are two disclosure documents you need to review and sign before you can begin class. Both documents are available on CampusWeb. Here’s a brief overview:

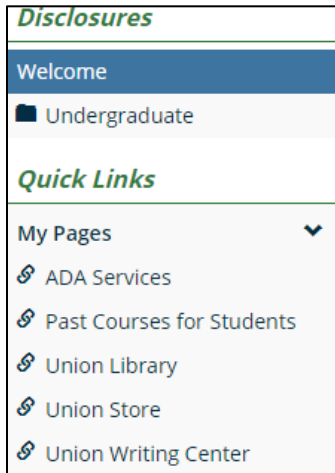
Document Name	Reason for Document	CampusWeb Location
Performance Fact Sheet	<ul style="list-style-type: none"> • Information on graduating students • Job placement • Gainful employment 	From the Student tab, 1. Select the Disclosures folder located in the left page menu. 2. Select appropriate academic level (Undergraduate, Master’s, or Doctoral). 3. Form links will display.
Student Enrollment Agreement	<ul style="list-style-type: none"> • UI&U contract with student <ul style="list-style-type: none"> ○ Ensures understanding of policies and procedures that may apply as you complete your program. 	

The disclosure documents are available under the **Student** tab in CampusWeb.

As a student your CampusWeb home page will look similar to this:



In the left-hand menu, click the option labeled **Disclosures**. The left-hand menu will now display one or more of the following “Undergraduate,” “Master’s,” or “Doctoral.” “Undergraduate” is shown in the example below



After selecting the appropriate option, you will reach a screen listing your disclosures. In the Example below, the student is reviewing the “Performance Fact Sheet” and “Student Enrollment Agreement” for their Bachelor of Science in Criminal Justice Management.

