

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN



University of Illinois Survival Guide: A Reference for Graduate Students

Prior to your first semester at the University, you should receive a NetID letter either by mail or through your department. If you have not received one by mail, inquire within your department. This letter is extremely important because it provides information to set up your University passwords and accounts. For information about NetID letters, go to www.cites.illinois.edu/newtocampus/netidletter.html.

As a graduate student at the University of Illinois, you will have several IDs and passwords, each of which provides access to particular services. Remember that all IDs and passwords are confidential. They are used to protect your rights and privacy. Do not share them with anyone.

Your three most essential forms of University identification are the NetID, the EnterpriseID, and the *i-card*.

NetID (often resembles your last name)

The NetID and password gives you access to sites and services specific to the Champaign-Urbana campus, such as computer labs and e-mail. Note, however, that you may be required to set up separate passwords for different services. For example, you may need to set up one password for access to a campus computer lab and another to log in to your e-mail account, each of which is different from your NetID password, yet you can only create these by logging in to the system with your NetID and password. Visit www.cites.illinois.edu/accounts/index.html for complete information on NetIDs and passwords.

Important! Your E-mail Address and the E-mail Redirection Service

Your professors, colleagues, and other departments on campus rely on e-mail as a quick and efficient form of communication. It is extremely important that you set up your campus e-mail and check it regularly. By default, the university e-mail system will send all messages to your campus e-mail, which is "yourNetID@uiuc.edu". If you have a main e-mail that you would like your campus e-mail forwarded, there is a simple process offered through CITES named E-mail Redirection Service. You can easily change where your University e-mail is delivered without the need to notify correspondents of a change in e-mail address. Also, when you leave the University, you can easily route your "uiuc.edu" e-mail to your new non-UIUC address for at least one year. To see the step-by-step procedure, go to www.cites.uiuc.edu/email/redirection/index.html.

EnterpriseID (apt to look the same as your NetID)

You will need your NetID and NetID password to set up your EnterpriseID. The EnterpriseID allows access to the statewide University of Illinois administrative system for official records in Student Services, Financial Aid, and Billing. You will need an EnterpriseID and password to register for classes. In most cases, your EnterpriseID looks the same as your NetID; however,

the passwords for each of these are set separately, and they can be different. To set up your EnterpriseID, go to <http://apps.uillinois.edu/selfservice> and follow the steps for first-time users.

***i-Card* (a photo ID that also has your UIN number and your library number)**

Your *i-card* is the University's official photo ID. Between August 15 and September 2, 2007, *i-cards* are issued on the second floor of the Illini Union between 9:00 a.m. and 5:00 p.m. During the rest of the year, *i-cards* are issued in the ID Center located on the second floor of the Illini Union Bookstore on the corner of Wright and John.

The *i-card* is used to access certain services and facilities, such as library borrowing, computer labs, printing and copying, campus recreation facilities, health care, residence halls and dining facilities, and student elections. It also serves as a library user card and a bus pass. Depending on the service, you may be asked to present the actual *i-card*, enter the University ID number (UIN) located on the front of the card, or scan the barcode or the magnetic stripe. To log on to secure University Web sites, students need to use the UIN and a password. More information, including, how to set a password, is available at www.icard.uillinois.edu.

Also, remember to...

1. **Verify Personal Information in UI-Integrate Self-Service.** Once you have established your EnterpriseID, use it to log into an online system called UI-Integrate Self-Service at <http://apps.uillinois.edu/selfservice> and verify your personal information, such as your contact information. Keeping this information up-to-date is extremely important.
2. **Register for classes.** After meeting with your adviser and setting up your EnterpriseID, you will be ready to register for classes. Register online through UI-Integrate Self-Service. The Class Schedule, a list of courses currently offered, is available online at <http://courses.uiuc.edu/cis/index.html> or in paper copies available at the library, Illini Union, and several other locations on campus. For help contact the AITS Help Desk at 333-3102 or by e-mail Helpdesk2@uillinois.edu.
3. **If necessary complete payroll information in NESSIE.** Many students, particularly those with assistantships and fellowships, will need to complete payroll information in an online system called NESSIE at <http://nessie.uhr.uillinois.edu>. Your department will give you a special login and password to do this. You will not be paid until information in NESSIE is complete.

Buying Textbooks

Three local bookstores sell textbooks for various graduate level courses taught at the University:

Illini Union Bookstore (IUB), corner of Wright and Daniel, Champaign, 333-2050, www.uofibookstore.uiuc.edu

Follett's, corner of Wright and Green, Champaign, 356-1368, www.efollett.com

T.I.S College Bookstore, 707 S. Sixth, Champaign, 337-4900, www.tisbook.com