

Getting Started with MyUNL

A Student Guide for UNL's Blackboard System

Look up your account

Every student already has a username on MyUNL (Blackboard). If you haven't used the system before, all you need to do is look up your account information. This is done through the What About Me (WAM!) page.

Go to <http://wam.unl.edu/>. Log in using your NU ID number and the four-number PIN that you use to register for classes. Once logged in, click on the tab titled "My Records" followed by the link for "Address and Email Information." At the bottom of the page, you'll find your Blackboard login username. It should look something like "s-jdoe7." Your password (until you change it) is your NU ID number.

Update your email information in WAM!

It's important that your email address appears properly within WAM. This is because MyUNL and many other UNL systems use your official student email address when your professors or classmates use Blackboard to send an email. It's important to note that while Blackboard will allow you to change your email address in the Personal Information area, it will be overwritten overnight by data from WAM. Therefore, if you want to use a particular email address for class-related correspondence, update your email address in WAM, located under the "My Records" tab and then "Address and Email Information."

Log in

Go to <http://my.unl.edu/>. This is the homepage for the MyUNL academic portal. It can be accessed from anywhere in the world. You can use Internet Explorer 6 or higher, or Firefox 1.5 or higher. Click the "Login" button. On the next screen, type your username you found on the WAM! page and your password. You should now see a box that lists your courses for the current semester. Clicking on these links will let you access your courses. If you need to access older courses, click the "Courses" tab or customize your "My Courses" module by clicking on the pencil icon to the right of the "My Courses" box. Especially when using a public computer, be sure to "log out" of MyUNL when you're finished with your session. To log out click on the "Logout" button at the top of your MyUNL screen.

Using Hotmail and other email providers

Due to the growing problem of unwanted email (spam), many email providers such as Hotmail and Yahoo have begun aggressively filtering email that is potentially unwanted. Emails with more than a handful of recipients or emails which have the recipient list suppressed (Blackboard does this to hide email addresses from other students) are often deleted automatically by these email services by default. To ensure that your messages from professors are not being deleted, we strongly encourage you to turn off filtering if you are using a web-based email service.

Depending on your service, there may be an option to sort messages that might be spam into a junk folder that is automatically cleared out at regular intervals. If you choose to do this, be sure to check the junk folder for messages from your professors and classmates. Consult the online manual of your web-based email provider for directions for changing these filtering settings. It's also possible to use a Bigred email account and set a forward that bounces messages to your preferred email address. This will avoid most filtering issues. The helpdesk can help you configure this. See the sections below for setting up a Bigred account and contacting the helpdesk.

...or use BIGRED

UNL provides web-based email service through Bigred mail. Bigred is free for students, easy to use, and doesn't stick ads at the bottom of every message. Additionally, users typically receive less junk mail than with a Hotmail account. To sign up for your free account, go to the What About Me (WAM!) page: <http://wam.unl.edu/>. Log in using your social security number and four-number PIN you use to register for classes. Click on the tab "My Records" and then the link "Address and Email Information." Look for the section titled "UNL Email Account" and click on the button below to configure your online account. Follow the directions on the screen.

Get help

If you encounter problems, call the UNL Helpdesk. They are open from 7:30am to 11:30pm daily and can help with many technology problems including resetting MyUNL passwords.

The number is 472-3970 or toll-free outside of Lincoln (866) 472-3970. You can also send an email to helpdesk@unl.edu.