

**UCID:**Dear **First Name Last Name**,

Congratulations on your admission to the University of Chicago! We are excited by your decision to join our undergraduate community and look forward to supporting your academic journey.

Starting in May, you will hear from the College directly – kicking off with a student welcome webinar on Saturday, May 4 at 10:00 a.m. CDT with Melina Hale, Dean of the College. We hope you can join us! You will also receive emails from the College, including Orientation Newsletters that are designed to properly onboard and introduce you to resources and support available to you as a student. All communications sent to incoming students will also be available at [orientation.uchicago.edu](http://orientation.uchicago.edu). This website will serve as your primary resource throughout the summer, as you prepare for your arrival and acclimation to campus.

Before the College releases the Orientation To-Do List, that will be available starting in May, there are several important tasks you can complete now **in the order listed below**:

### 1. Claim your CNet ID

Your CNetID (Chicago Network Identifier) is a username that you select and will use to access most online services at the University. Your campus email address contains your CNetID and services such as wireless access, my.UChicago, and Canvas all use your CNetID and password for access. It also allows you to receive important information from the Registrar, student services, and other University administrative offices. You can choose any available CNetID, but since your CNetID **cannot ever be changed**, we strongly recommend choosing something you'll want in the future. Think of this as the email address you'll use to apply for a job someday.

To create your CNetID, visit <https://cnet.uchicago.edu/claimacct/index.jsp>. You will need your birthdate and student ID number, which can be found on the upper right-hand side of this letter. If you do not have access to your ID number, please contact College Programming and Orientation at [college-programming@uchicago.edu](mailto:college-programming@uchicago.edu) or by text at 773-702-8616.

### 2. Set Up Two-Factor Authentication (2FA)

Once you have created your CNetID, you will be prompted to set up Two-Factor Authentication (2FA); **please do not use your high school email address**. We encourage you to register two devices if possible, as well as claim 10 one-time-use passcodes in the event you lose or break your registered device(s). For more information on 2FA, please visit <https://cnet.uchicago.edu/2FA/faq>.

### 3. Access Your UChicago Email

Once you have created your CNetID, access your UChicago email account through Microsoft Outlook: <http://portal.office.com/>. UChicago email accounts are created in Microsoft Outlook and must be **accessed via Outlook first**.



You can also forward your UChicago email to another account, such as the Google suite. Learn more about email forwarding here: [https://uchicago.servicenow.com/it?id=kb\\_article&kb=KB06000213](https://uchicago.servicenow.com/it?id=kb_article&kb=KB06000213)

#### **4. Upload Photo ID Submission**

To upload your photo, please visit <https://myphoto.uchicago.edu>. Failure to upload a photo will result in delays in submitting your Housing application, which will open in May, as well as delays in receiving your University ID Card and U-Pass.

Once again, congratulations on your admission to UChicago! We look forward to getting to know you over the summer and welcoming you to campus in September.

#### **College Programming and Orientation**

[College-programming@uchicago.edu](mailto:College-programming@uchicago.edu)

773.702.8616 (call or text)

[orientation.uchicago.edu](http://orientation.uchicago.edu)