

Setting up your @mun.ca e-mail

A Step-by-Step Guide

Revised by the Academic Advising Centre – October 2011

Why do I need an @mun.ca e-mail?



Memorial University has implemented a new policy whereby all official e-mail correspondence between students and the University will be sent to an @mun.ca e-mail address.

The Office of the Registrar will be using @mun.ca e-mail accounts as a tool to communicate with the students for Fall 2008 registration onward.

The purpose of this policy is to increase information security and to decrease paper usage.

Where do I start?



Step 1: From the main MUN webpage (www.mun.ca) click on **my.mun.ca**



Step 2: From the MUN Login screen click on “setup account”

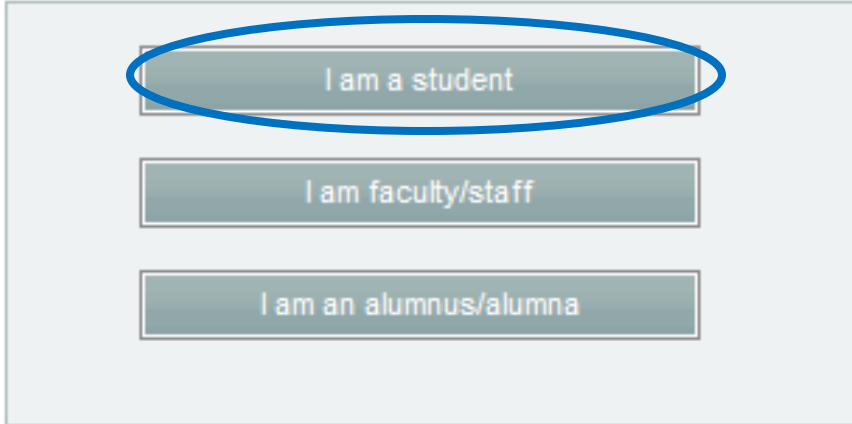
A screenshot of the MUN Login screen. It features two input fields: "MUN Login ID:" and "Password:". Below the fields are two buttons: "login" and "setup account". The "setup account" button is circled in blue.

Note: The MUN Login ID, is not your Student Number. You will get your MUN Login ID after you have set up your account on my.mun.ca.

Where do I start?

Step 3: You will see three options, select “I am a student”.

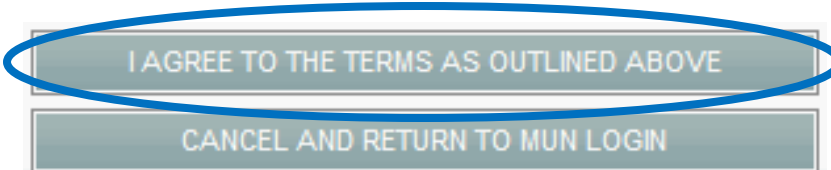
Setup your account



A screenshot of a web form with three buttons stacked vertically. The top button, labeled "I am a student", is circled in blue. The middle button is labeled "I am faculty/staff" and the bottom button is labeled "I am an alumnus/alumna".

Note: If you are ever asked “Do you want to display the nonsecure items?” make sure to click **Yes**.

Step 4: Read the **Computer Use Responsibilities and Use Agreement** and agree to the terms.



A screenshot of two buttons stacked vertically. The top button, labeled "I AGREE TO THE TERMS AS OUTLINED ABOVE", is circled in blue. The bottom button is labeled "CANCEL AND RETURN TO MUN LOGIN".

Have you been to Memorial Self-Service?



Step 5: You will now setup your account using your access information for Memorial Self- Service.

- a) If you have accessed Memorial Self-Service before use your current 6-digit PIN.
- b) If you have NEVER accessed Memorial Self-Service, OR have forgotten your PIN, you will have to go to Memorial Self-Service to set up your own PIN, or reset your PIN. **Go to Slide 9 for info on accessing Memorial Self-Service.**

Setup your account

Please complete the fields below to begin the process of setting up your new MUN Login account.

Student Number:

PIN:

confirm

cancel

Having Problems?



If you cannot remember or do not know your PIN you must go to the **Memorial Self-Service** (formerly Student Web) and generate a new PIN. When you have your PIN, you can return to this page and complete your account setup.

Please note, there is a "Forgot PIN?" option at the bottom of the Memorial Self-Service login form.

Note: On this screen make sure to enter your Student Number, and your PIN from Memorial Self-Service.

Setting up your account



Please complete the fields below to begin the process of setting up your new MUN Login account.

Student Number:

PIN:

Step 6: After you have entered your Student Number and Memorial Self-Service PIN Number click **Confirm**.

Please enter your password in the fields below.

MUN Login ID:

n65ter **remember this**

Password:

Confirm:

Step 7: You will need to create a password.

Read the rules and hints on the page to creating your password, and click **set password**.

Remember the ID that they give you. This will be your MUN Login ID for my.mun.ca.

You may hear this called your “license plate ID”.

Setting up your account



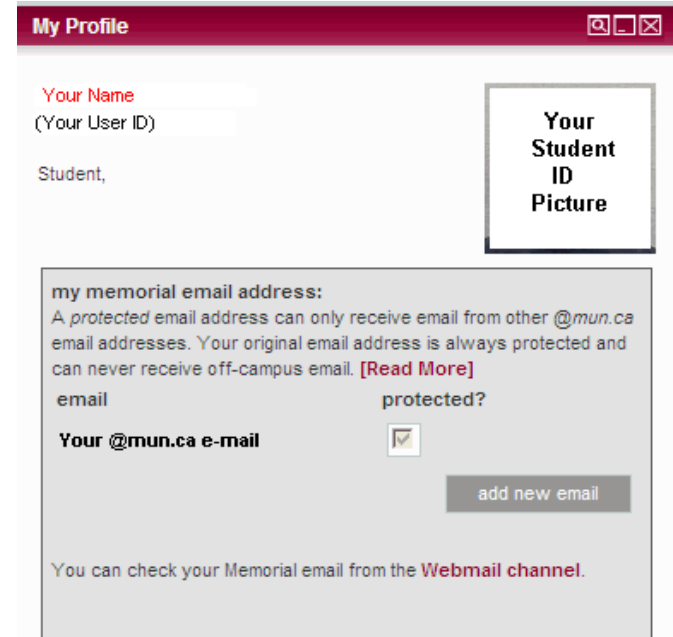
Step 8: After you have successfully created your password you will be redirected to the my.mun.ca login screen.

Enter your Login ID that you were given, and the password you created.

After clicking on login, you may be asked what service you would like to use. Click on my.mun.ca

Step 9: On the main my.mun.ca page you will see 5 tabs: Welcome, Student Services, Courses, General Services, and News

Under the Welcome tab, look for the “My Profile” box.



How do I get my “nice” e-mail?



Once you have registered for your courses and paid your fees you will be able to add a “nice” e-mail address.

To add your nice e-mail click on **add new email**, and select your choice from a variety of options.

A screenshot of a web interface titled "My Profile". At the top right of the header are icons for search, a window, and a close button. Below the header, there are input fields for "Your Name" and "(Your User ID)", with the text "Student," below them. To the right is a box labeled "Your Student ID Picture". Below this is a section titled "my memorial email address:" with a paragraph explaining that a protected email address can only receive email from other @mun.ca addresses and that the original email address is always protected. Below this text is a form with a label "Your @mun.ca e-mail" and a "protected?" label with a checked checkbox. A button labeled "add new email" is circled in blue. At the bottom of the section, it says "You can check your Memorial email from the Webmail channel."

First time user of Memorial Self-Service



Please note this is for Students who have not yet accessed Memorial Self-Service, or who have forgotten their PIN.

Enter your “**User ID**” and “**PIN**” and click Login.

Your **User ID** is your Student Number.

Your **PIN** is the **YEAR** of your birth followed by the **DAY** of your birth.

User ID:

PIN:

Login

Forgot PIN?

Example: If you were born on December 5, 1992, your PIN will be: 199205.


Forgot your PIN?

Enter in your **User ID** and click the **Forgot PIN?** Button. Follow the steps to reset your PIN.

First time user of Memorial Self-Service



- After successfully entering your temporary PIN, you will be asked to create a new 6 digit pin, as well as a Secret Question and Secret Answer.

 Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

- Your Secret Question will be asked to you if you forget your PIN in the future.

Question:

Answer:

Note: If you have forgotten your PIN, you will be asked various questions and answers to verify your identity. Make sure your secret question and answer is something you will remember, and is appropriate to be repeated to a third person.

What do I do now?



- Once you have successfully logged into Memorial Self-Service you will see the following message on the screen:

The Office of the Registrar will be using @mun.ca email accounts as a tool to communicate with students for Fall 2008 registration onward. If you have not already set up your @mun.ca account, you should do so at my.mun.ca.

- Click on the **my.mun.ca** link. This will take you back to the main my.mun.ca screen, where you will follow the steps, on slides 3-8, to setup your account.

Need help?



E-mail help@mun.ca

or

Call 709 864 4595