ID claim – Temps & On-Call Staff

1. **Claim My.UNL ID**

My.UNL ID username and password give you access to services that UNL provides for students, faculty, and staff. Services that temp and on-call staff receives will include the ability to get an UNL e-mail address, access to Active Directory (allowing you to log into public UNL computers), and access to the campus wireless network.

Go to → [https://id.unl.edu/claim](https://id.unl.edu/claim)

Follow the onscreen instructions. You will need to enter your full legal name, your NUID (found on your NCard) and your birthday.

2. **Claim UNL e-mail address**

An UNL email address is required for all UNL employees. This is the only address that official university email will be sent to.

Go to → [http://email.unl.edu](http://email.unl.edu)

- Click on the <Activate my Office 365 account> link.
- Click the tab <STEP #2 How do I activate my account?>.
- Click the button.
- Login using your MyUNL credentials (created in Step 1 above)
- A webpage will display your identity and account information and will allow you to choose a preferred email address

After your e-mail address has been claimed you can access it through the web.

Go to → [http://mymail.unl.edu](http://mymail.unl.edu)

- Login with your primary email address and your MyUNL password (created in Step 1 above)
3 Claim TrueYou ID

TrueYou is the University identity management system. It is currently used to authenticate employees for the Firefly system and students for the MyRed system.

Go to \textbf{http://go.unl.edu/trueyou}:

- Follow the onscreen instructions. You will need to enter your NUID and your Social Security Number.
- If you don’t know your NUID the system will ask you questions to validate your identity.
- You will also be asked to supply answers to \textbf{four} of six possible authentication questions. These will be presented for you to answer to verify your identity if you ever forget you password and need to reset it.

- Your TrueYou \textbf{Username} will be your NUID Number.
- Your TrueYou \textbf{Password} must be at least 8 characters long and contain a letter, number, and/or special character at least 8 characters long and contain a letter, number, and/or special character at least 8 characters long and contain a letter, number, and/or a special character.

4 Log into Firefly

Use either Microsoft Internet Explorer or Mozilla Firefox. No other browsers are supported.

Firefly is the University business portal which gives all employees access to view pay advice, manage bank accounts, view position information, and view personal information.

Go to \textbf{https://firefly.nebraska.edu}:

- Log in with the TrueYou ID which you claimed in step 3.
- View employee information under the Employee Self Service (ESS) role.