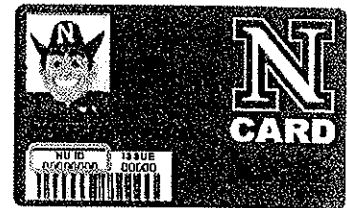


1 Claim My.UNL ID

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>

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

If this step doesn't work, you may have to wait until the day after you claimed your My.UNL ID (step 1).

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>

- 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>

- Login with your **primary email address** and your **MyUNL password** (created in Step 1 above)

3 Claim TrueYou ID

TrueYou IDs cannot be claimed until an employee's payroll start date.

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 → <http://go.unl.edu/trueyou>

- Follow the onscreen instructions. You will need to enter you 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 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.

Claim your NU ID/TrueYou password

The University of Nebraska and the Nebraska State College Systems (except UNMC) use a common Student, Faculty and Staff ID number known as the NU ID - Nebraska Unique ID. This process will tell you what your NU ID number is and allow you to 'claim' it by creating a TrueYou password and answering challenge questions to help you reset your TrueYou password if needed. The combination of your NU ID and TrueYou password is referred to as your TrueYou account.

Click below to see additional information if you are:

- Prospective Student
- Current Student
- Former Students and Alumni
- Current Faculty and Staff
- Former Faculty and Staff

To begin this process, answer the question below.
Do you know your NU ID?
 No Yes

Get TrueYou Account Cancel

Change Answers to Authentication Questions

1. What is the name of your representative's subject? Education

2. What was the make and model of your first car? Mustang

3. What was your favorite pet's name? Spots

4. What is the name of your favorite childhood friend? [Redacted]

5. What are the last 4 digits of your driver's license number? 1234

6. What was your first job? [Redacted]

Answer 4 of the security questions

Claim Cancel

- Your TrueYou Username will be your NUID Number.
- Your TrueYou 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 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.

Employee Self Service within Firefly also gives **benefit eligible** employees access to display their vacation & sick leave balances, request vacation or sick leave (*phased deployment – check with your department payroll coordinator*), update benefits plan (NUFlex) during Open Enrollment Period, and display current benefit options.

NOTE: If your department uses ESS Leave for requesting vacation and sick time, this option might not be available to you within your Firefly account for up to one month after your eligibility date.

Go to → <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.

Firefly Welcome Edward Jones

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