

- ✓ **ACTIVATE YOUR STUDENT ACCOUNT** = <https://myutaccount.utoledo.edu/ident.asp>
 - *Change or Update PASSWORD*

- ✓ **UT Identifier = Enter Student Rocket ID – R#**
 - *Located in UTMD Portal - applymed.utoledo.edu*
 - *Resource Tab*
 - *4th bulletin point*

- ✓ **Identifier Qualification = Enter Date of Birth = mm/dd/yyyy**

You are here: UTAD Account Management v4.5 > User Identification

My UT Account Menu

UTAD FAQ

UTAD Account Management v4.5 User Identification

Enter your identification below. Both fields are required. Then press the "Find Account" button.

Your **UT Identifier** may be entered in one of the following ways:

- » Your Rocket Id number entered as **Rxxxxxxxx**
- » Your UTAD user name.
- » *If you do not know either of these identifiers, call 419-530-2400.*

Rocket ID = R →

UT Identifier:

[**R999999999**]

Your **Identifier Qualification** may be entered in one of the following ways:

- » Your birth date as **MM/DD/YYYY**
- » Your UTAD password if not expired

Date of Birth →

Identifier Qualification:

[**01/01/1928**]

- ✓ **USER NAME =**
 - Login to MYUT Portal = <http://myut.utoledo.edu/portal/>
 - Login to Email = <https://email.utoledo.edu/>

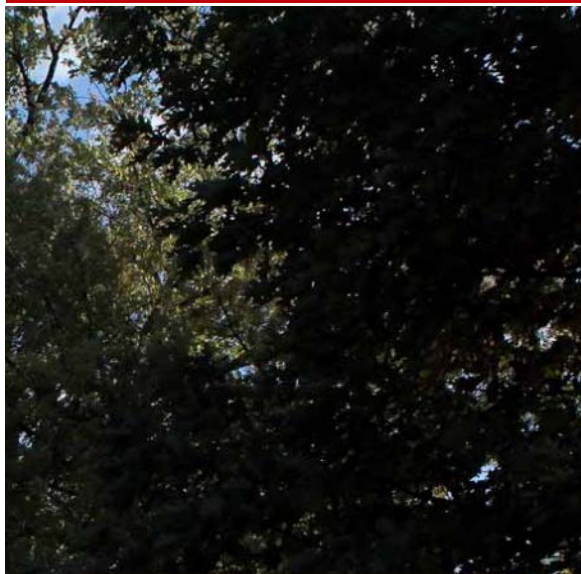
- ✓ **UT Student Rocket ID = R#**
 - Student Identifier – Confidential

- ✓ **UT email address – firstname.lastname@rockets.utoledo.edu**

The screenshot shows the 'UTAD Account Management v4.5 Manage Your Services' page. On the left is a navigation menu with options like 'UTAD FAQ', 'YOUR ACCOUNT (FULL)', 'MYUT PORTAL', and 'LOG OUT'. The main content area is divided into sections: 'Computer Usage', 'Software Downloads', 'Client Configuration', and 'Your Account'. A 'YOUR ACCOUNT (BRIEF)' section displays user details: Name: Mouse, Mickey; User Name: mmouse; Rocket Id #: R99999999; Email: Mickey.Mouse@rockets.utoledo.edu. Callouts provide context: a red callout points to the User Name, stating it's used for logging into email and MYUT Portal; a blue callout points to the Rocket ID, explaining it's 'R' followed by a student identifier; a green callout points to the email address, identifying it as the UT email address. The footer includes a W3C HTML 4.01 logo and a report problems link.

- ✓ **ACCESS EMAIL** – <https://email.utoledo.edu/>
- ✓ **Click on the OFFICE 365 link** <https://rockets.utoledo.edu/>

- ✓ **USERNAME** - Log in with the Username only assigned to you.
- ✓ **PASSWORD** = The password you created.



The University of Toledo

Sign in with your organizational account

Username **mmouse**
 Password **password you created**

Sign in

“EXPECTED PROFESSIONALISM AND RECOMMENDED BEST PRACTICES”

UT Email Address = This is your official email address and all UCOMLS and UT Community member communications will be sent to this address – no exceptions!

- ✓ Read your email promptly and respond when asked to do so.

Email Etiquette = Use UT email addresses, use professional email salutations (e.g. Dr., Ms., Mr.); **PROOFREAD** and use proper grammar, avoid using “reply all” and most importantly **ACKNOWLEDGE EMAIL** receipt and respond when asked to do so.