Using your UNI CatID for Continuing and Distance Education students

Table of contents

Using this CatID Guide ........................................... 2
CatID username/passphrase ................................. 2
Blackboard .......................................................... 3
UNI email .......................................................... 3
MyUNIverse ......................................................... 4
CatID Account Recovery Tool ............................... 4
Viewing/paying your U-bill ................................. 4
Checking your semester grades ............................ 5
Emergency Notification System ............................ 5
Software purchases .............................................. 5
Using this CatID guide

This guide was created to help you access and understand the online services available to you as a University of Northern Iowa student.

**IMPORTANT: Please follow this guide page-by-page.**

What is CatID?

Your CatID is the combination of your username and passphrase used to access to the following systems:

- Blackboard
- UNI Email
- MyUNIlverse

Having one set of login data reduces the number of username/passphrase combinations required to access UNI systems.

Your CatID username

Your username is the unique 3-8 character account name that identifies you as a member of the UNI community.

Your username was provided via email from the Office of Admissions upon submission of your application. If you don’t have your username, contact the IT Service Desk at 319-273-5555.

Your CatID passphrase

If you are a new user and this is the first time you have taken courses at UNI, your initial passphrase is in the format **panthersnnnmmd (nnn is the last 3 numbers of your University ID number, mmm is the first 3 letters of your birth month, and dd is the 2-digit number of your birthday, example: panthers456jan01).**

**Note:** Your 6-digit university ID (UID) number can be found on your UID card or in an email from Continuing and Distance Education. If you have not received your card, please call 800-772-1746.

Former UNI students: If you previously attended UNI and the CatID passphrase calculation does not work, please contact the IT Service Desk to request your passphrase be reset.

- Local: 319-273-5555
- Support hours: Monday – Thursday, 7:30 a.m. – 9 p.m.
  Friday, 7:30 a.m. – 4:30 p.m.
  Sunday, 6 – 10 p.m.
- Email: servicedesk@uni.edu

CatID login assistance for distance education students

**Phone:** 319-273-7740 or 800-772-1746

**Email:** cesp-consult@uni.edu

**Support hours:**

- Monday – Thursday, 8 a.m. – 9 p.m.
- Friday, 8 a.m. – 4:30 p.m.

**Please note:**

You may need access to someone locally who can assist with browser configuration and computer set-up.

CatID passphrase security

For security, your CatID passphrase expires every 365 days. Your CatID passphrase expiration date is noted in the Passphrase Central pagelet of MyUNIlverse and via messages sent to your UNI email account.
Blackboard

Blackboard is an online learning management system that supports traditional, hybrid and distance learning courses.

Accessing Blackboard

Please follow the username/passphrase instructions on the preceding page before logging in.

2. Click on the Bb LEARN link.
3. Select the University of Northern Iowa CatID SignOn link.
4. Enter your CatID username and passphrase. If you have not yet reset your passphrase, you may be prompted to select a new passphrase.
5. Click the LOGIN button.
6. Click on the course title in the MyCourses module to access your course materials.

UNI email

All students are provided an official UNI email address used for many official UNI communications, including university bill notifications. You can find your UNI email address in the UNI Directory.

www.uni.edu/directory

Accessing UNI email

1. Visit www.uni.edu and select the Email link in the banner. [www.uni.edu/email]
2. Enter your CatID username and passphrase.
3. Click the LOGIN button.
4. First-time users need to read the Terms of Service and click the Continue button.
5. Read the “Welcome to your new account” document, type in the characters you see in the picture and click the button, I accept. Continue to my account.

Forwarding your UNI email

1. Visit www.uni.edu/email and login with your CatID username and passphrase.
2. Click the gear icon at the top right and choose Settings.
3. Click the Forwarding and POP/IMAP tab.
4. Click to enter the address to which you would like messages forwarded. Scroll to the bottom of the page and click the Save Changes button.
5. Login to the email account you entered in Step 4 to find an email confirming your request.
6. Click the confirmation link within the message. A Confirmation Success! email will be sent, and your UNI email will now be forwarded.
MyUNIverse
MyUNIverse is your personal portal to the University of Northern Iowa. Access all available web resources from a single, personalized webpage. Login to MyUNIverse to check your semester grades, pay your u-bill, update your contact information (especially important for the UNI Alert Emergency Notification System) and much more!

Accessing MyUNIverse
1. Visit www.uni.edu and select the MyUNIverse link in the banner. [my.uni.edu]
2. Enter your CatID username and passphrase.
3. Click the LOGIN button.

Enroll in the CatID Account Recovery Tool
The CatID Account Recovery Tool allows you to register alternate contact information, either a non-UNI email address or a cell phone number, in order to allow you to reset your CatID passphrase. If you were enrolled for the previous CatID self-service passphrase reset tool by setting up your secret questions and answers, you still need to re-register for the new Account Recovery Tool.

1. Log into MyUNIverse. In the My Account pagelet, click CatID Account Recovery Setup and follow the on-screen instructions.

Viewing/paying your u-bill
U-bills for Continuing and Distance Education courses can be paid by ECheck, credit card or check.

Viewing your u-bill and paying by ECheck
1. Visit my.uni.edu and login with your CatID username and passphrase.
2. On the My Page tab, click Go to my Student Center in the Student Center pagelet.
3. Within the Finances section, click on the Account Inquiry link.
4. Click the activity tab, view the details of your u-bill and click the button.
5. Enter the payment amount in the Amount to Pay box then click the Pay My U-bill By Echeck button.
6. The u-bill payment confirmation displays. Click the Pay by Echeck button.

The resulting page displays your transaction number and can be printed for your records.

Note: Do NOT use your browser’s Back button to return to the previous page. It could result in a duplicate payment.

You will receive an email confirmation in your UNI email. You can also view this payment transaction in Student Center, Account Inquiry on the activity tab once the payment is posted.

Pay by credit card
Phone: 319-273-7740
Toll-free: 800-772-1746
Hours: Monday – Friday, 8 a.m. – 4:30 p.m.

Pay by check
Mail check (include University ID in memo) to:
University of Northern Iowa
Attn: Student Accounts
103 Gilchrist Hall, Cedar Falls, IA 50614-0008
Checking your semester grades
1. Visit my.uni.edu and login with your CatID username and passphrase.
2. On the My Page tab, click Go to my Student Center in the Student Center pagelet.
3. Within the Academics section, click on the My Academics link.
4. Click the View my course history link to see your grades.
   Note: For transcript ordering options, visit www.uni.edu/registrar/students and select "Transcript Request" in the Quick Links to the right.

UNI Directory and Emergency Notification System

UNI Alert notifies the campus community of emergencies and threats to safety in emergency situations including weather, violence, hazardous material, canceled classes, etc. Notification is available via phone, email and text message.

The system automatically includes current students, faculty and staff, based on their presence in the UNI Directory. Please verify that the UNI Directory has your current information. For notification via cell phone, voice and/or text message, include your cell phone number in the UNI Alert database.

Updating your UNI Directory & UNI Alert information
1. Visit my.uni.edu and login to MyUNIverse with your CatID username and passphrase.
3. Click on the Home Address, Local Address and UNI Alert tabs and update as necessary, clicking on the Save Changes button upon modifying each tab.
   Notes: UNI Directory and UNI Alert updates may take 2-3 days to process.

Software purchases
As a UNI student, you can purchase software at a discounted rate.
To learn more, login to MyUNIverse and click on the Life @ UNI tab.

Click on Academic Priced Software in the Computer Resources pagelet.

When prompted for your email address, you must provide your UNI email address. Email addresses outside of the uni.edu domain are not accepted for this resource.

Please keep for future reference.
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