Using your UNI CatID for Continuing and Distance Education students

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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
- MyUNIverse

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 MyUNIverse 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. Select the University of Northern Iowa CatID SignOn link.
3. Enter your CatID username and passphrase. If you have not yet reset your passphrase, you may be prompted to select a new passphrase.
4. Click the LOGIN button.
5. 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 Add a forwarding address 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 online, by phone, or by check.

Viewing your u-bill and paying online
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 Make a Payment link.
4. You will be redirected to Flywire in a new tab. Click on the purple Make a Payment button.
5. Choose your payment method and confirm the payment amount. Your balance will automatically populate from your Student Center, but you can change this if you wish to pay a lesser amount. Click Continue.
6. Review the payment information and click Confirm.

The payment has been submitted! You will receive an email confirmation of the payment. You may view this transaction by refreshing your Student Center page.

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

Note: Credit cards are also accepted through the Student Center payment portal (see instructions above). Service fees apply.

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 registrar.uni.edu/students-current and select “Transcript Request” in the list of links.

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 with 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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