Field Instructor Uniqname Support and Essential Links

Uniqname Support

Access U-M Email - http://email.umich.edu
Change Your Password - http://umich.edu/password
Reset a Lost or Unknown Password
  • By phone: Call (734) 764-HELP, choose Option #1.
  • By ITS Chat Support: https://chatsupport.it.umich.edu/
Setup Email Forwarding - https://support.google.com/mail/answer/10957?hl=en
Setup Duo Two-Factor for Weblogin
https://www.safecomputing.umich.edu/two-factor-authentication/turn-on-weblogin
If you have questions concerning your uniqname, please contact Information and Technology Services at (734) 764-HELP, or by chat at https://chatsupport.it.umich.edu/

Essential Links

Field Instructor Resources - https://ssw.umich.edu/my-ssw/field-education-forms/instructor-resources
Field Slot Management - https://ssw.umich.edu/assets/field-instructor-slot-management/
Placement Verification Form - https://ssw.umich.edu/assets/field-instructor-placement-verification/
Educational Agreement
  • New Fall 2020 students: https://ssw.umich.edu/assets/field-educational-agreement/
  • Continuing students admitted prior to Fall 2020: https://apps.ssw.umich.edu/ofe/online-educational-agreement/
Register for FREE CE Courses - https://ssw.umich.edu/offices/continuing-education
If you have questions about field-related online forms, please contact the Office of Field Education at (734) 764-5331 or ssw-fieldoffice@umich.edu.
What Is Two-Factor?
When you log in, you provide two pieces of ID:
1. **Something you know**: your password.
2. **Something you have**: a mobile app, a phone number, or a passcode.

Why Use It?
An identity thief can’t use a stolen password to access U-M systems or your personal information in Wolverine Access without your second proof of ID.

What Is Weblogin?
Weblogin is the webpage (and the software behind it) that allows you to log in and access protected U-M web resources, including:
- Direct deposit and W-2 in Wolverine Access
- U-M Google
- Canvas
- MCommunity Directory
- And more

Extra Layer of Security
- A thief who steals your password can’t use it to log in because they won’t have your Duo two-factor options.
- If someone tries to log in as you, you can be notified.
- You can deny the login and report the attempted fraud.

How Do I Enroll in Duo and Turn It On for Weblogin?
Anyone with a uniqname and UMICH (Level-1) password can turn on two-factor for Weblogin. To be fully protected, you need to enroll and turn on two-factor for Weblogin.

- Turn it on at [password.it.umich.edu](http://password.it.umich.edu) on the Two-Factor (Duo) tab.
- See instructions and more at [its.umich.edu/turn-on-two-factor](http://its.umich.edu/turn-on-two-factor)

Choose Your Options
Enroll in several Duo options and use what’s convenient for you:
- **Duo Mobile app** on your smartphone or tablet (recommended).
  - Press **Approve** to log in.
  - Or generate a passcode when you have no connection.
- **Phone call** to your landline or other phone.
- **Text message** to your cell phone with passcodes.
- **Hardware token** available for purchase at the U-M Computer Showcase.

What to Expect
- A two-factor (Duo) prompt when you log in via the Weblogin page.
- Check the **Remember me** box to bypass the Duo prompt for an extended period (from the same device and web browser).

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**SAFE COMPUTING**

[SAFE COMPUTING](https://safecomputing.umich.edu/two-factor)

[SAFE COMPUTING](https://safecomputing.umich.edu/two-factor)

**UNIVERSITY OF MICHIGAN**
Duo Two-Factor Options at-a-Glance

Plan Ahead. Set up both a primary and backup option. Enroll at [duo.it.umich.edu](http://duo.it.umich.edu)

<table>
<thead>
<tr>
<th>Duo Option</th>
<th>Smartphone or Tablet</th>
<th>Phone</th>
<th>Hardware Token</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>App Notification</strong></td>
<td><img src="image1" alt="App Notification" /></td>
<td><img src="image2" alt="App Notification" /></td>
<td><img src="image3" alt="App Notification" /></td>
</tr>
<tr>
<td><strong>App Passcode</strong></td>
<td><img src="image4" alt="App Passcode" /></td>
<td><img src="image5" alt="App Passcode" /></td>
<td><img src="image6" alt="App Passcode" /></td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Duo sends a login request to your device. Press Approve to log in.</td>
<td>Generate a passcode with the Duo app.</td>
<td>Get 10 single-use passcodes via text message. Good for 12 hours.</td>
</tr>
<tr>
<td><strong>Type of Device</strong></td>
<td>Smartphone, tablet, or paired smartwatch</td>
<td>Smartphone, tablet, or paired Apple Watch</td>
<td>Phone with text messaging</td>
</tr>
<tr>
<td><strong>Data Usage</strong></td>
<td>Each notification is only 2KB of data.</td>
<td>No connectivity needed.</td>
<td>A single text message.</td>
</tr>
<tr>
<td><strong>Requires Connection?</strong></td>
<td>Yes: cellular data or WiFi</td>
<td>No</td>
<td>Yes: cellular</td>
</tr>
</tbody>
</table>

- No cellular or WiFi service?
  Use the Duo App to generate passcodes. No need to enroll a phone number. Just install and enroll the app.

- Want to use a passcode with the Michigan Medicine VPN?
  Enter your **Level-1 password** plus ^ plus the six-digit passcode. For example, if your passcode is 123456, enter `mypassword^123456` in the Passcode box.

**More information.** For detailed information and enrollment instructions for each option, see [safecomputing.umich.edu/two-factor-authentication](http://safecomputing.umich.edu/two-factor-authentication).

**Need emergency access?** Phone the ITS Service Center at **734-764-HELP (764-4357)** for an emergency bypass code.

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**INFORMATION ASSURANCE AND IDENTITY MANAGEMENT**

December 2018