Setting Up Your School of Medicine Email Account

Below are instructions for setting up your School of Medicine or Health Sciences (HS) email account. To make things easier, let's define some terminology:

- **UCInetID** - this will be your main ID throughout medical school, sometimes referred to as your *account*, *username*, *loginID*, or just the *UCInetID*. It consists of up to 8 characters, in some combination of your first and last name, and is the part of your email that precedes *@uci.edu.*
    - For example: Mary Smith's UCInetID and email address are *msmith* and *msmith*@uci.edu, respectively.
- **HS** - stands for Health Sciences. They are the hospital IT group that manages our email and our clinical systems. Their system is different from the main campus email in that it meets HIPAA and patient confidentiality standards. In technical terms when setting up accounts and email software, when a "domain" is asked for, you will enter "HS."
- **OIT** - stands for Office of Information Technology, sometimes referred to as *main campus* or *undergrad*. They run a separate email system that undergraduates and graduate students use called Webmail or UCIGmail. Both of these are not HIPAA compliant, so therefore we do not use their services.

So here we go! Let's get your accounts activated....

1. Go to https://myaccounts.hs.uci.edu
    a. This is the account manager for the HS system
    b. Enter your *UCInetID* and click "Log In"
2. Enter your temporary password as formatted below:
    a. YYYY (Birth Date Year) + Uppercase First Letter of First Name + lowercase first letter of last name + MM (Birth Date Month)
        i. For example, Mary Smith born in March 1986 = 1986Ms03
3. Click on *Change Passwords* and follow the instructions
    a. This will be your new password for all UCI sites
    b. If you had a previous UCI account, please see note on page 2 **prior to proceeding**
4. Go to https://myemail.hs.uci.edu
    a. This is the webpage access for your email
    b. Enter your UCInetID and your newly created password and you should be all set!
5. Go to http://sites.uci.edu/imeded/category/ms1-orientation/ for further instructions on setting up email on your devices

If you are having problems, please send us an email at UCIiMedEd@gmail.com \

Warren Wiechmann, MD, MBA
Faculty Director
wiechmaw@uci.edu

Armando Gauna
agauna@uci.edu

Mary Frances Ypma-Wong, PhD
mypmawon@uci.edu

Julie Youm, PhD
jyoum@uci.edu

For students with a previous UCI account...

Now that you are a School of Medicine student, your email and access accounts will be managed by Health Sciences (HS) in order to ensure that your information exchanges meet HIPAA and patient confidentiality standards.

By completing the information in the "Change Passwords" section, your new password will apply to the HS websites as well as all of the OIT main campus sites. To access your old email account, you will need to use the new password.

Any emails that you receive however, will be sent to your HS mailbox, not your old UCI mailbox. To summarize, all emails sent to "@uci.edu" or "@health.uci.edu" or "@hs.uci.edu" will all go to your newly created HS mailbox.

For all of your old emails, if you have not saved a copy of these emails onto your computer, please do so before completing the "Change Passwords" section, as you may not be able to access these accounts after that point. The easiest method of saving these emails is by setting up an email client (Outlook or Mac Mail) and creating a backup file. For information on setting up an email client for your original UCI email account, please go to:
http://www.oit.uci.edu/email/settings.html

If you are having problems accessing your old email account, please reach out to OIT at 949-824-2222 or oit@uci.edu. They will be able to assist you in gaining temporary access to that account so that its contents can be retrieved.