

CREATING YOUR UR LOGIN AND EMAIL ACCOUNT

By following the step-by-step instructions below, you will complete the following tasks:

- Step One: Understanding the Difference Between NetID and University ID
- Step Two: Set Up Your NetID and UR Email Account &
Enroll with Duo Security, Two-Factor Authentication
- Step Three: Access Your UR Email Account on Gmail
- Step Four: Submitting a Digital Photo for your UR Student ID card
- Step Five: Access Blackboard

STEP ONE: Understanding the Difference between NetID and University ID

NetID = Username = Your University of Richmond network identification number. You use your NetID in order to access the University computer network and many computing services, such as your UR email account, Blackboard, and Bannerweb. Some university systems will ask for your “Username” – in these cases, they’re asking for your NetID. Your NetID will be your first initial and part of or all of your last name. For example, the NetID for Harry Potter would be hpotter.

VERY IMPORTANT: You will continue to use your personal email address as your username to access your **online exchange student application** at <http://studyabroad.richmond.edu>. You will then use your NetID and password to access the **New International Student Checklist** at <http://studyabroad.richmond.edu>. We will provide more information to you about the checklist later.

UR ID = University ID = Student ID = Banner ID = Your University of Richmond student identification number. This number is always 8 digits and will appear on your UR student ID card. This is the initial ID that is associated with your student account and used to activate your network account (NetID) once you become enrolled.

STEP TWO: Set Up Your NetID and UR Email Account Enroll with Duo Security, Two-Factor Authentication

Before you begin, please note the following information:

- International Education provided you with your University ID number in your acceptance email.
- As an exchange student, you are not required to submit a deposit. You will receive instructions at your personal email address within a few days of your acceptance.
- Be sure to write down your NetID and UR email address in Step 5 of article below. It will not be shown elsewhere and you need that information to log into the UR system!
- You are required to enroll with Duo Security. Follow the instructions for enrollment after creating your NetID.

Follow the instructions found on this article here:

<https://spidertech.net.richmond.edu/TDClient/1955/Portal/KB/ArticleDet?ID=88490>

STEP THREE: Access Your UR Email Account on Gmail

Gmail is a web interface that allows access to your UR email account from any internet connection anywhere in the world.

To log into Gmail using your NetID and password: <https://gmail.richmond.edu>

*It is important for you to begin checking your UR email address immediately and regularly. Faculty, staff and students at the University of Richmond will only have this email address to use to communicate with you.

STEP FOUR: Submitting a Digital Photo for your UR Student ID card

As you prepare for your University of Richmond experience, an important first step is obtaining a University of Richmond Identification (ID) Card, also known as your SpiderCard. Your SpiderCard card provides you access to the Library, your residence hall, your meal plan, etc. More information about your SpiderCard can be found here: <https://onecard.richmond.edu/using/index.html>.

In order to create your university identification (ID) card in advance, please submit a digital photo of yourself by July 1 (fall semester) and December 1 (spring semester):

- 1) Go to <http://onecardweb.richmond.edu>. Log in with your NetID and password.
- 2) Click on “Submit ID Photo” on the left-hand menu bar, under the myAccount section. Click on the “Upload Photo” button and select a photo for your ID card.
- 3) If you have any questions, please contact One Card Services at onecard@richmond.edu

STEP FIVE: Access Blackboard

Blackboard is an online platform that allows professors to communicate with their students (upload course syllabi, assign projects/homework, etc.) Not all professors use this feature but you will automatically be enrolled in their Blackboard course if they do. Courses will not show up on your Blackboard until after course registration has been completed and closer to the start of the semester.

Be sure to check Blackboard 1-2 weeks before classes begin in case your professor assigned work that will be due the first day of classes. You can access Blackboard by going to <https://blackboard.richmond.edu> and logging in with your NetID and password.