

University of Southern Maine
College of Education and Human Development

Technology Information for Part-time and Adjunct Instructors

Your UMS Account

All employees in the University of Maine System (UMS) are assigned a computer access account. This account gains you access into computer labs and classroom machines, Blackboard, Library computers, the USM wireless network, and most importantly, your UMS email account. Your UMS account is created after the Human Resources Department receives your employment paperwork and enters you into PeopleSoft/MaineStreet. (If you have been employed through USM previously, then you already have an account set-up for you.)

Activating Your UMS Account

Once your account is created, you must activate it. To activate your account, you will need your EMPL ID and your account Activation Key.

- Your EMPL ID is provided to you in your introduction letter.
- You must obtain an Activation Key by visiting either the Help!Desk in 144 Luther Bonney Hall on the Portland campus, the library/computer lab on the first floor of Bailey Hall in Gorham, or the computer lab at Lewiston-Auburn College. Please bring a photo ID for verification of identity. They can walk you through the process.

For more information: <http://www.maine.edu/current/psoft/umsacctinfo.php>

Your UMS Email Address

Once you have activated your UMS account, you must either use your assigned UMS email address and check it regularly or forward it to another email address that you check regularly.

- To check your email, go to: <http://mail.maine.edu> and click on the 'Log in to UMS webmail' link.
- If you need to forward your email to another email address, go to: <http://mail.maine.edu> and click on the 'Change the destination of email sent to your @Maine.edu address' link.

USM Email Communication Policy

Please be aware of the USM Communication Policy. It states that in order to meet the academic and administrative needs of the University community, the University of Southern Maine has established email as an official and primary means of communication to all of its students, accepted and/or enrolled. Faculty and students are responsible to read all information sent to them via their University assigned email account.