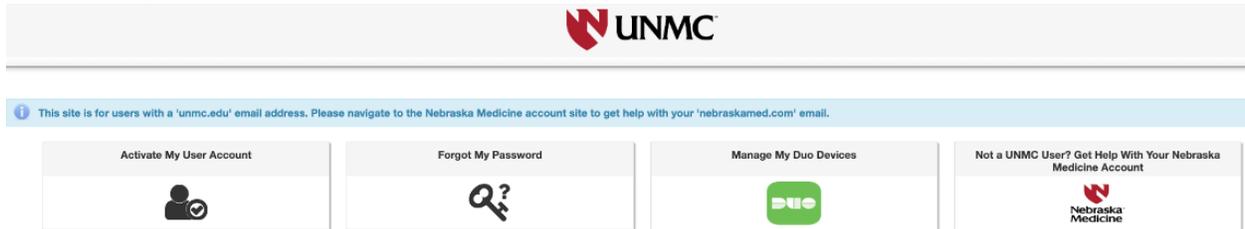


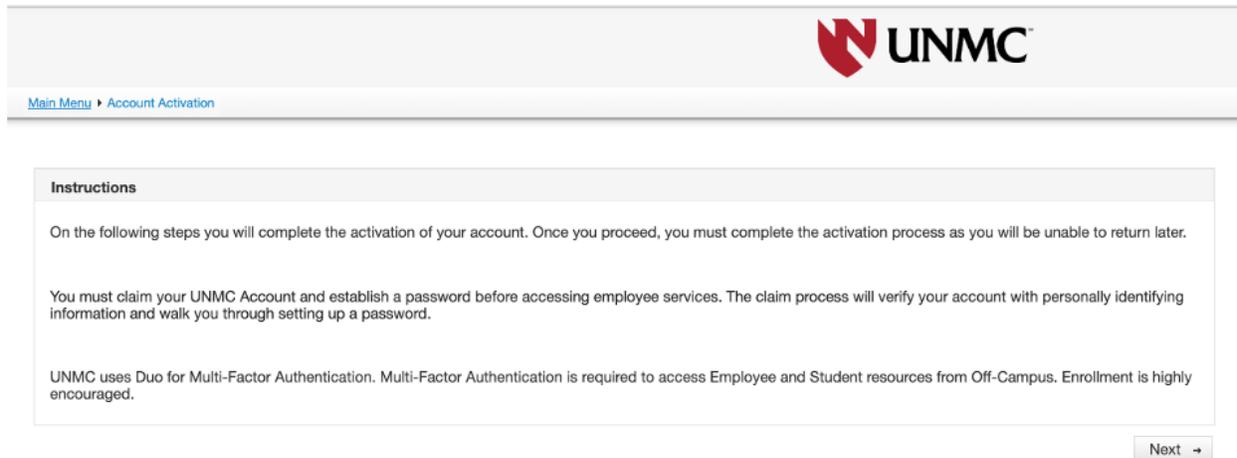
## What will you as a Faculty Volunteer Member experience?

As a Faculty Volunteer member if you do not have a current unmc.edu email address on or after August 7, 2023, you will receive an email from IAM-noreply@unmc.edu at your personal email address on record. This email will include a set of instructions detailing steps to "claim and activate" your @volunteer.unmc.edu account. Activating your new account will only take 5-10 minutes, however, final processing may take up to 24 hours to complete before your account will be available for login.

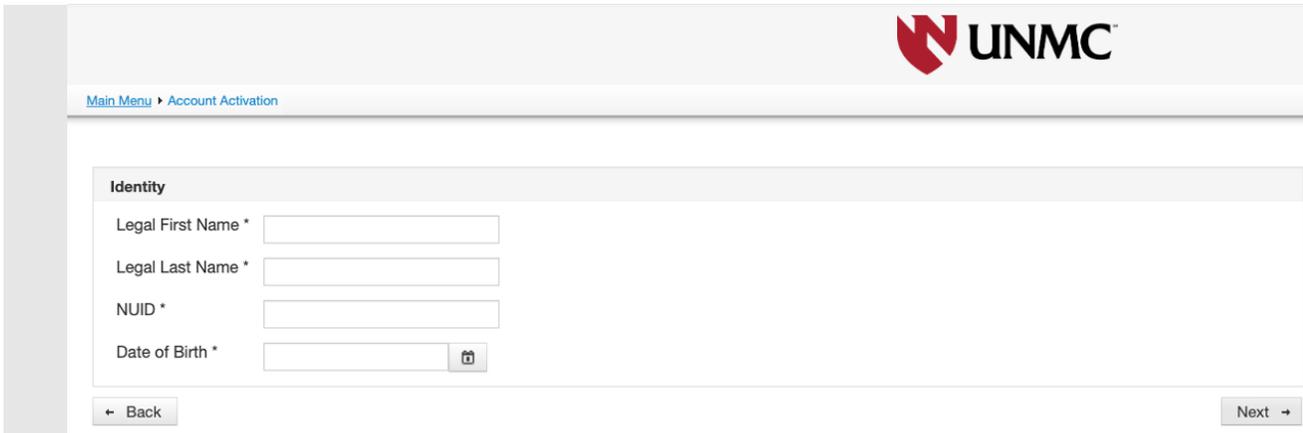
### 1. Click "Activate My User Account"



### 2. Read the instructions and click the "Next" button to proceed

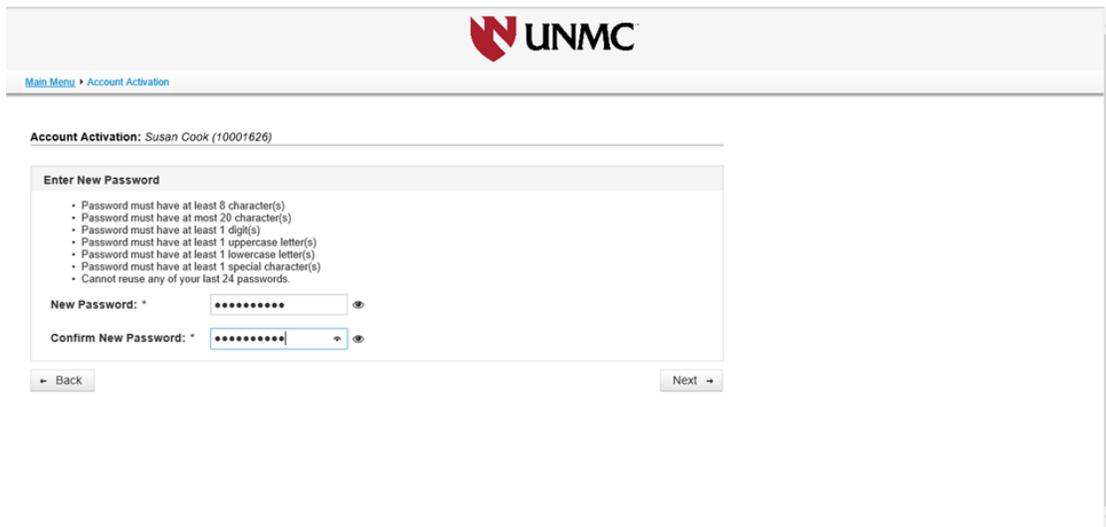


3. Fill in the identity fields as shown below and click "Next". NOTE: the NUID will be listed in the initial email instructions sent from IAM-noreply@unmc.edu.



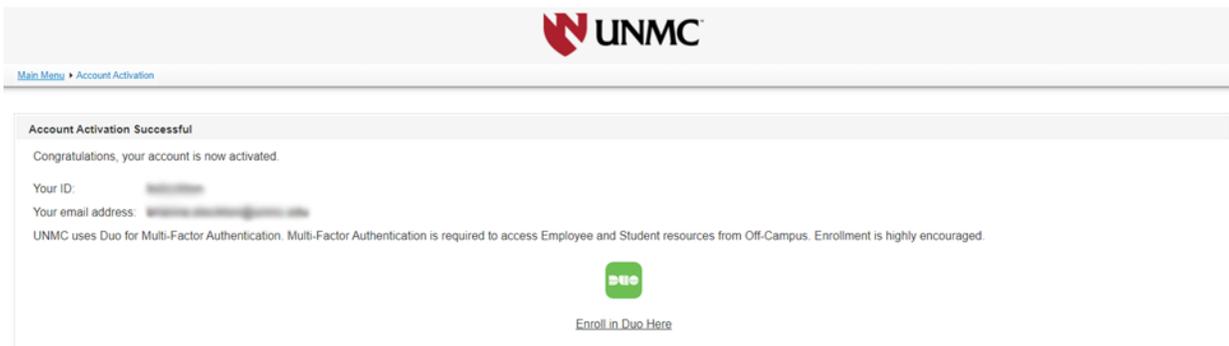
The screenshot shows the UNMC Identity form. At the top right is the UNMC logo. Below it is a breadcrumb trail: [Main Menu](#) > [Account Activation](#). The form is titled "Identity" and contains four input fields: "Legal First Name \*", "Legal Last Name \*", "NUID \*", and "Date of Birth \*". The "Date of Birth" field has a calendar icon. At the bottom left is a "Back" button and at the bottom right is a "Next" button.

4. Set your password based on the criteria shown below and click "Next".



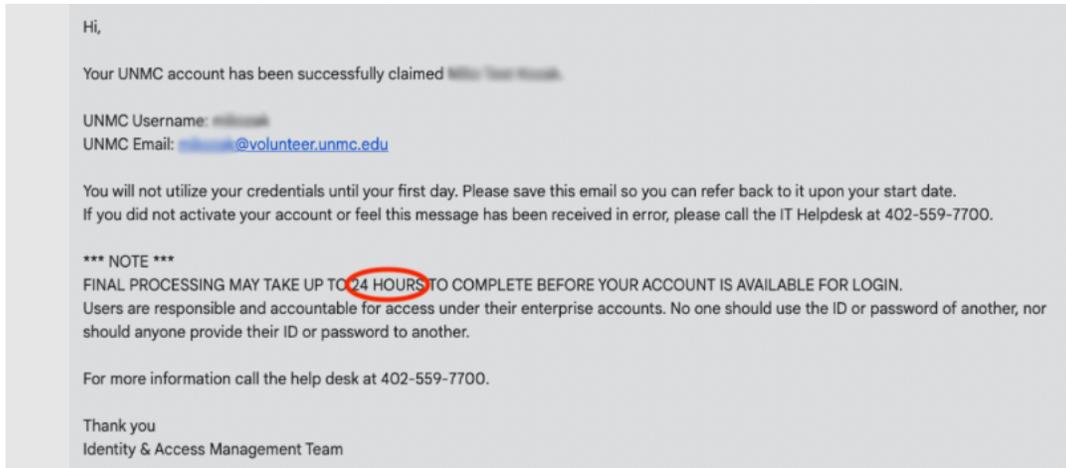
The screenshot shows the UNMC "Enter New Password" form. At the top right is the UNMC logo. Below it is a breadcrumb trail: [Main Menu](#) > [Account Activation](#). The form is titled "Enter New Password" and lists the following password requirements: "Password must have at least 8 character(s)", "Password must have at most 20 character(s)", "Password must have at least 1 digit(s)", "Password must have at least 1 uppercase letter(s)", "Password must have at least 1 lowercase letter(s)", "Password must have at least 1 special character(s)", and "Cannot reuse any of your last 24 passwords". Below the list are two input fields: "New Password: \*" and "Confirm New Password: \*", both with eye icons. At the bottom left is a "Back" button and at the bottom right is a "Next" button.

5. You should receive an Account Activation Successful screen as shown below. Do not click on the "Enroll in Duo Here" link. Instead refer to the attached instructions called Duo Enrollment No Hub UNMC.pdf. This document will provide step-by-step instructions on how to install Duo Mobile app from the App Store or Google Play Store and securely enroll you in Duo Multifactor Authentication for remote access to select UNMC network applications.



The screenshot shows the UNMC "Account Activation Successful" screen. At the top right is the UNMC logo. Below it is a breadcrumb trail: [Main Menu](#) > [Account Activation](#). The screen is titled "Account Activation Successful" and contains the following text: "Congratulations, your account is now activated.", "Your ID: [redacted]", "Your email address: [redacted]", and "UNMC uses Duo for Multi-Factor Authentication. Multi-Factor Authentication is required to access Employee and Student resources from Off-Campus. Enrollment is highly encouraged." Below the text is a green Duo logo and a link labeled "Enroll in Duo Here".

6. An auto-generated email will be sent to your personal email address showing you have successfully claimed your account as shown below:



Your Faculty Volunteer role provides you:

- Access to the UNMC Library services and subscriptions, and if required for your role as volunteer faculty, badge access to buildings on campuses and access to the Canvas Learning Management System (LMS).
- Email account in the following format: @volunteer.unmc.edu
- Network Login for computer and systems use

If you have questions or need assistance, please contact Patti Marsh by email at [COPExperiential@unmc.edu](mailto:COPExperiential@unmc.edu). Should you have technical questions after your account is set up, please contact the UNMC Help Desk at 402-559-7700.