School of Medicine Student Email

School of Medicine Students need to follow the four steps below to create their ONYENS and School of Medicine email addresses in order to get access to the School of Medicine systems. All of the instructions below can also be found on the following help pages: [http://help.unc.edu/help/how-do-i-get-a-unc-e-mail-account/] and [http://help.unc.edu/help/what-is-an-email-alias-and-how-do-i-create-one/]

1. Create an ONYEN
   Once a student has received their 9 digit University ID number known as a PID they can create their ONYEN. Go to [http://its.unc.edu/services/onyen-services/]:
   a. Select Create or Manage ONYEN

![Onyen Services](image-url)
b. Select Create an ONYEN

c. Select No when asked “Do you have a UNC Guest ID?”

d. Fill in the detail required on the form
2. Create a UNC Email Account

In order to obtain a School of Medicine email address you must first request a UNC email account. To do this:

a. Go to the Email Self Service tool at http://selfservice.unc.edu and logon with your newly created ONYEN and password

b. Select Email Sign-Up
c. Complete the information to requested to obtain a UNC email address:
3. Create a School of Medicine Email address

To create a School of Medicine email address go back to the Email Self Service tool at http://selfservice.unc.edu (You may need to logon again with your ONYEN and password).

a. Select My Aliases.

b. Select Add Alias
c. Under “Alias to add” (in the first box) enter your **firstname_lastname** then choose med.unc.edu (in the second box), then click “ADD ALIAS.” **It is extremely important that you enter your first name and last name exactly in the way described.** If the School of Medicine address is already taken add your middle initial to your first name or use a number. Below is an example:

PLEASE NOTE: FAILURE TO COMPLY WITH THE SCHOOL OF MEDICINE’S POLICY ON THE FORMATTING OF YOUR PRIMARY EMAIL ACCOUNT (FIRSTNAME_LASTNAME) WILL RESULT IN YOU NOT RECEIVING IMPORTANT INFORMATION FROM THE SCHOOL OF MEDICINE.
4. Set School of Medicine Email Address as Primary Email Account & Reply-To Address

**PLEASE NOTE: FAILURE TO COMPLY WITH THE SCHOOL OF MEDICINE’S POLICY ON THE FORMATTING OF YOUR PRIMARY EMAIL ACCOUNT (FIRSTNAME_LASTNAME) WILL RESULT IN YOU NOT RECEIVING IMPORTANT INFORMATION FROM THE SCHOOL OF MEDICINE.**

To set your School of Medicine email address as your primary email address:

a. Go back to the previous screen or the My Aliases page under the Email Self Service tool (http://selfservice.unc.edu) and then select set Reply-To-Address enter NEXT.

![Image](http://selfservice.unc.edu)

b. Select (firstname_lastname@med.unc.edu) your med school email address and **select SET PRIMARY ALIAS.**

![Image](http://selfservice.unc.edu)