

## **SOM Email and Domain Accounts**

The local area network and server resources for the Division of Gastroenterology and Hepatology (GI), the Program in Digestive Health (PDH) and the Center for Gastrointestinal Biology and Disease (CBIBD) belong to and are maintained by the School of Medicine.

To log on to the School of Medicine domain and have access to network resources you must have two different accounts:

- 1) A SOM email account, eg, `firstname_lastname@med.unc.edu`.
- 2) A SOM “domain” or network account.

You must apply for the email account first.

You must be a current faculty or staff member with the School of Medicine and have a valid Personal Identification Number (PID) to apply for an email account.

To apply for an email account you can use the online Email Account Request Form found here <http://help.med.unc.edu/pubs/emailapp.htm>, which can take up to one week, or for immediate service you can make the request in person during the SOM Client Services walk in hours, Mon – Fri | 10:00am – 2:00pm, Medical School Wing B Room 109. You will need your PID and a picture ID to make the request in person. The login id you receive for your email account is your “SOMid”, and the password must be updated every 90 days.

You can request a domain account when you walk in to apply for an email account, or you can email SOM OIS Client Services at [help@med.unc.edu](mailto:help@med.unc.edu) later and request it. The login id for your SOM Domain Account will be the same as the login id for your email account, but the passwords for the two accounts are separate. The SOM Domain Account password also must be updated every 90 days.

You can go to this website, <https://somid.med.unc.edu/>, to update both passwords. The best practice is to update your email and domain passwords at the same time to the same password.