

Grad Student **QUICK GUIDE** getting set-up in 10 steps

1

Claim your NetID

Your NetID will give you access to campus services, including e-mail and file storage. New students should visit the NetID claiming website, <https://netidclaim.illinois.edu>. First, you will need to enter in your University ID Number (UIN) and Activation Code. The UIN and Activation Code were provided to you in your Official Notice of Admission letter. Second, you will select two security questions to protect your Net ID account. Third, you will need to choose a password for your Net ID account (remember to pay attention to the requirements for all passwords).

2

Set up your Exchange Email Account

Exchange is a service used for email, calendaring, and contact and task management at the University of Illinois and is vital for receiving emails and information from the University. Approximately one hour after claiming your Net ID and Exchange Email Account, and setting your password, you will be able to login to and start using your Exchange email account. See: <http://techservices.illinois.edu/services/email>. The URL to log into Outlook Web App to check your Exchange email is: <https://webmail.illinois.edu>. If you have questions about your email or your Exchange account, please contact Technology Services Help Desk, consult@illinois.edu.

3

Verify Personal Information in Student Self-Service

Once you have established your Net ID, use it to log into the online Student Self-Service and verify your personal information, such as your contact information. Keeping this information up-to-date is extremely important and ensures proper delivery of important documents. <https://apps.uillinois.edu/selfservice/>

4

Visit the ISSS Website (for international students)

If you're an international student, you'll want to visit the International Student and Scholar Services, or ISSS, website, <http://iss.illinois.edu/>. There you'll find information about visas, check-in, and orientation information specifically for international students. Additional resources for international students are available online: <http://www.grad.illinois.edu/student-organizations-networks>.

5

Get your i-card

Your i-card is your official University of Illinois photo ID. It also works as your bus pass to ride the Mass Transit District (MTD) and your library card. Visit the ID Center in the Illini Union Bookstore or the i-card website, <https://www.icardnet.uillinois.edu/public/>.

If you were an undergraduate at Illinois, you'll need to get a new i-card.

6

Bring (or send in) your Transcripts

Remember to bring an official copy of your transcripts. For a complete list of what academic credentials (transcripts, certificate of degrees, translations) you need to submit, please view your official notice of admission letter. These credentials can be mailed to us, or you can drop them off in person at the Graduate and Professional Admissions Office in the Graduate College. The Graduate College Admissions Office is located in Coble Hall - Room 204, 801 South Wright Street, Champaign, Illinois, 61820.

7

Complete Payroll Information in Nessie (for assistants, trainees, and fellows)

Students with assistantships, traineeships, and fellowships will need to complete payroll information in an online system called NESSIE New Hire. For assistants, your department will provide you with the URL and give you a password to do this. You will not be paid until information in NESSIE is complete.

8

Healthcare & Immunization

The University of Illinois student health insurance plan is mandatory for all students, unless you have proof of health care coverage. To learn about benefits, how to opt out if you have comparable coverage elsewhere, or how to add dependents, check out the Student Insurance Office website. **If you were an undergrad at Illinois and opted out of student health insurance and now wish to receive it, you will need to opt back in.** <http://si.illinois.edu/>

The McKinley Health Center is conveniently located on campus and provides routine and preventative care, health counseling, immunization, and more. Students may use McKinley Health Center even if they have opted out of student health insurance. <http://www.mckinley.illinois.edu/>

Remember to complete and submit your Immunization Information Form.

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Register for Classes

Meet with your adviser and then use UI-Integrate Self-Service to register for classes. Always register early and check your registration to make sure it is current and accurate. A list of courses currently offered is available online at <https://courses.illinois.edu/>.

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Billing

Visit the University Student Financial Services & Cashier Operations (USFSCO) website. USFSCO is the office responsible for billing all activity that appears on your student account, such as tuition, fees, room and board charges and credits. Please visit the Web at <http://paymybill.uillinois.edu> to familiarize yourself with important information regarding your student account and payment options, as well as important due dates. <https://paymybill.uillinois.edu/MakingPayments>