



What is my Unity ID and password, and how do I change my password?

Your Unity ID is usually your first and middle initials plus the first six letters of your last name, but it may also contain digits. If you forget or lose your ID or password, visit the [NC State Help Desk](#) on the first floor of the [Hillsborough building](#). Be sure to bring a photo ID.

Your initial (default) 8-digit password is created from the last four digits of your Campus ID number (follows "NCSU" on your All Campus Card) plus the four digits of your birth month and day. For security, be sure to visit <http://www.ncsu.edu/password> at least once a semester to change it.

How do I log in?

To log in at a Unity Macintosh workstation, move the mouse or press the space bar to clear the screen saver. Enter your Unity ID and password in the login window. Click Login or press the Enter key. Wait for the AdminLauncher to completely load.



Where should I save my files?

Save all your files to your Unity home directory, which is the Home disk. A shortcut to this space is the MyAFS icon on the desktop.

For external storage, most of the Unity Macintosh workstations have



CD writers, can take USB Key drives and will use USB or Firewire drives.

How do I check email?

Webmail (<http://webmail.ncsu.edu/>) allows you to check your IMAP mail using any Web browser.

Also, when you log in to a Unity Macintosh workstation, several email packages such as Mozilla Thunderbird are available to use.



Where can I get more help?

Visit <http://help.ncsu.edu> to see if your question has been asked before. Also, you can contact the [NC State Help Desk](#) at 515-HELP (4357) or help@ncsu.edu. It is located on the first floor of the [Hillsborough building](#).



Don't forget to log out!

When you are ready to leave the workstation, it is extremely important that you log off so that no one else has access to your account or your files.