Dear First Name Last Name,

On behalf of College Programming and Orientation, congratulations on your admission to the University of Chicago! Our office and the College are excited by your decision to join our undergraduate community and look forward to supporting your academic journey.

This is the first of many communications from the College that you will receive before the start of the academic year. In early May, you will begin receiving several emails, including the Orientation Newsletters from our office. These are designed to properly onboard and introduce you to resources and support available to you as a student. All communications sent to incoming students will also be available at orientation.uchicago.edu. This website will serve as your primary resource throughout the summer, as you prepare for your arrival and acclimation to campus.

Before you join us on campus next fall, there are several important tasks you'll need to complete. Below you will find the first of these tasks, which should be completed in the order they are listed. To ensure you don’t miss anything, the College has also developed a series of monthly to-do lists that will begin in May.

1. Claim your CNet ID
   Your CNetID (Chicago Network Identifier) is a username that you select and will use to access most online services at the University. Your campus email address contains your CNetID and services such as wireless access, my.UChicago, and Canvas all use your CNetID and password for access. It also allows you to receive important information from the Registrar, student services, and other University administrative offices. You can choose any available CNetID, but since your CNetID cannot ever be changed, I strongly recommend choosing something you'll want in the future. Think of this as the email address you'll use to apply for a job someday.

   In order to create your CNetID, visit https://cnet.uchicago.edu/claimacct/index.jsp. You will need your birthdate and student ID number, which can be found on the upper right-hand side of this letter. If you do not have access to your ID number, please contact College Programming and Orientation at college-programming@uchicago.edu or by text at 773-702-8616.

2. Set Up Two-Factor Authentication (2FA)
   Once you have created your CNetID, you will be prompted to set up Two-Factor Authentication (2FA); please do not use your high school email address. We encourage you to register two devices if possible, as well as claim 10 one-time-use passcodes in the event you lose or break your registered device(s). For more information on 2FA, please visit https://enet.uchicago.edu/2FA/faq.

3. Access Your UChicago Email
   Once you have created your CNetID, access your UChicago email account through Outlook within Microsoft 365: http://portal.office.com/
You can also forward your UChicago email to another account, such as the Google suite. Learn more about email forwarding here: https://uchicago.service-now.com/it?id=kb_article&kb=KB06000213

4. **Upload Photo ID Submission**
   To upload your photo, please visit https://myphoto.uchicago.edu. Failure to upload a photo will result in delays in submitting your Housing application, which will open in May as well as delays in receiving your University ID Card and U-Pass.

Once again, congratulations on your admission to the University of Chicago College! We hope you enjoy the next few months as you finish out your high school career, and we look forward to getting to know you over the summer and welcoming you to campus in September.

Warm regards,

Whitney Hedge
Associate Director of Orientation and Student Development
College Programming and Orientation