

Welcome to VandalMail

All UI communication with students will be delivered via the VandalMail system. VandalMail is accessed via a website with a large storage capacity. To get started using this site, you will need to follow these steps. If you have questions, call the Student Services Office at 282-7900.

1. **Access** www.uidaho.edu/registration and click on LOGIN to enter the Banner Web Interface. This is the site for grades, unofficial transcripts, approved study plans and committee forms. The privacy setting on your computer must be set to at least medium for the sites to display.

2. If this is the *first time that you have used this site*, your PIN is a birthdate combination in the form of month and day of birth plus two zeroes (i.e. June 14, 1967 would be 061400). At the expired message, follow the prompts to change the PIN. The username can be your UI student ID number or your social security number.

If you *have used this site before*, you will be able to use the PIN that you chose previously. The username can be your UI student ID number or your social security number.

3. If this is the *first time that you have used this site*, your VandalMail account name should be displayed. If not, choose the Personal Information/Address menu to locate your UI assigned email account name.

If you have *used this site before*, choose the Personal Information/Address menu to locate your UI assigned email account name.

4. **Collect** the VandalMail account name and exit the site.

5. **Access** www.support.uidaho.edu.

6. **Enter** your VandalMail username or your UI student ID number. Social security numbers will not work on this site.

7. **Enter** the PIN number that you used on the previous site and then click on Log Me Into System.

8. Click on **change password** (do not choose the change PIN option). Follow the prompts to change your password. It is recommended that you change both the WebCT and VandalMail passwords at the same time and to the same string even if you are not currently in a class that uses WebCT. It is further recommended that you use the same string you used on the previous site as a PIN. One code is easier to remember than three are.

9. **Exit** the system. This new password has an expiration time of 120 days.

Students who have an isu.edu account are encouraged to forward that account to the VandalMail system.

<http://vandalmail.uidaho.edu>