Welcome to VandalMail

Anyone taking a UI class is given a free, web-based email account. Most communication from UI offices is delivered to that address so students should become familiar with the site early in the semester. To get started, follow the steps below (it's not as bad as it looks!). Questions? Call 282-7900 or stop by the Student Services Office.

1. **Access** www.vandalweb.uidaho.edu and click on LOGIN to enter VandalWeb. This is the site for grades, unofficial transcripts, approved study plans and committee forms. Tip…be sure that the privacy setting on your computer is at medium or higher.

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. For username, enter your UI ID number OR Vandal Number. Tip…for the new PIN, use 2 digits, 2 letters, and 2 characters in a combination that you will remember.

   If you ***have used this site before***, you will be able to use the PIN that you chose previously. For username, enter your UI ID number OR Vandal Number.

3. Choose the Personal Information/Address menu to **locate** your VandalMail account name and then exit the site.

4. **Access** https://www.sites.uidaho.edu/support/. Be sure to use this exact URL.

5. **Enter** your VandalMail username or your UI student ID number.

6. **Enter** the PIN number that you used on the previous site and then click on Secure Login.

7. Click on **Activate VandalMail live** and follow the prompts.

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

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