UVA and Darden Accounts

"So, why so many email addresses?"

Since you are now a UVA student *and* you are also a Darden student, you may have seen several email addresses and logins. You only need to remember these things:

- 1. **UVa Computing ID** (abc12d): This is your unique identifier in all systems across UVA and Darden. You will see it in multiple places.
- 2. **UVA email (abc12d@virginia.edu):** This is an email account provided to all students by the university. Before you matriculate fully at Darden, you may receive some important billing emails to this address. It is important to check this account often before you receive your Darden email account, and afterwards if you do not set up forwarding (see below).
- 3. **Darden email (abc12d@darden.virginia.edu):** Once you become a Darden student, you will receive an email address that looks like the UVa address, but instead is *@darden.virginia.edu*. You may opt to forward your UVa email to your Darden email, so that you only need to check one place. When you set this up, it is a good idea to send a test email to ensure it is functioning the way you expect.

If you want to set up forwarding and are using UVa GSuite (gmail): use the UVa Address Management System

If you want to set up forwarding and are using a UVa Microsoft <u>office.com</u> account: configure forwarding by logging into your **UVa account** on <u>office.com</u>. click on Outlook, go to Settings, and search for Forwarding

"Got it. I feel like I have several passwords. Why so many?"

You were issued a temporary password for Virginia systems. In order to set a permanent password, you had to (or will) answer some security questions. That is your **UVa Netbadge** login. You will use it for things pertaining to the university as a whole. If you need to change your password for UVa Netbadge, <u>Click Here</u>

For your Darden account we no longer send out temporary passwords. Instead, when you became a Darden student, you were sent instructions to claim your account. If you did that, then this is already a permanent password for your Darden account. If you need to change your password, contact the Service Desk or click "Can't access your account?" on the login form on office.com.

"How do I sync my Canvas calendar with the one I use in my email?"

You are already automatically opted-in to the Canvas/Outlook sync in your Darden email outlook calendar. *You can visit this webpage*.

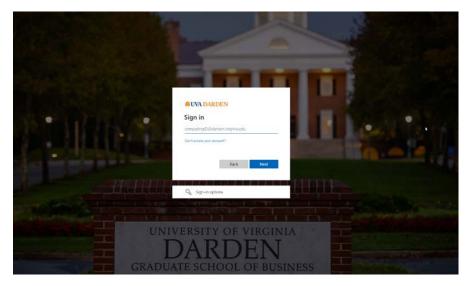
If you'd like this feature to show up in your personal calendars (like Gmail) instead of the Darden one or in addition to the Darden one, <u>Canvas has instructions for you</u>.

"What about all those log-in screens?"

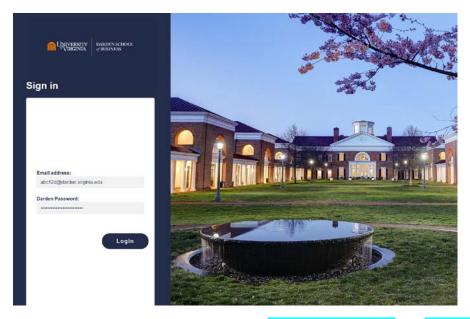
For UVa systems, use the same password used for your UVA email account. The UVa system you will use most commonly is the **Student Information System (SIS).** That's where you will see your **final course grades**. You'll also go there to update your student information, such as your **current mailing address**.



For Darden systems, you will use your **full email address** for logging in, like **Office.com**, **Teams**, **Outlook**, and **Zoom**. This email looks like <u>abc12d@darden.virginia.edu</u> and Darden password.



For some internal Darden systems, like **Registrar** and **Career Development Center's DCL**, you will see a different screen but still use your Darden email address and password.



Got more questions not covered here? The Computing Help Desk and Exec MBA program teams are available to assist.