How to Setup UW Accounts
UWNET ID/UW MEDICINE ACCOUNT/UWEMAIL
Instructions for Residents and Fellows 08/27/19

UW NetID

UW NetIDs are administered by the Office of UW Technology. A UW NetID is your personal identification for many UW online resources and applications. It is also required of everyone associated with the University of Washington who plans on using online central administrative programs and computing services. You will maintain this account throughout your life, even after you end your association with UW. You will use your UW NetID to:

• Log into the MedHub Residency Management System
• Access the UW Medicine Learning Gateway eLearning Modules – “LMS”
• Maintain your UW Medicine Account Password
• Turn on UW email accounts along with other computer services

To set up your UW Net ID:

• Go to https://uwnetid.washington.edu/newid/.
• Select the 3rd option, “I don’t have a UW NetID or am unsure,” and then click on next.
• Select the 2nd option, “UW Medical Centers Personnel,” and then click on next.
• Proceed as instructed. Note: **We have set up your UW Medicine accounts in advance for you (so that they’re active when you arrive, not beforehand). In that process, you likely may have already been assigned a UW Net ID. In that case, the system will tell you. Note what it is (it’s the basis of your UW email account), and then proceed to establish your password. **
• If you experience difficulty setting up your UW NetID password, please call UW Technology at 221-5000 for assistance.
• NOTE: DO NOT FORWARD YOUR UW EMAIL ACCOUNT TO YOUR PERSONAL OR HOME HOSPITAL EMAIL ACCOUNT — this is strictly forbidden by UW Medicine Privacy Policies.

UW Medicine Account

Your UW Medicine Account login is the same as your UW NetID; however, you should use a different password. A UW Medicine Account enables access to the main applications used at UW Medicine including:

• AMC (Academic Medical Center) Domain
• ORCA (UW Medicine inpatient EHR)
• MINDscape

How to access/create your new password:

Go to https://services.uwmedicine.org/passwordportal/login.htm

1. Log-in with your UW NetID as “Username”, and your UW NetID password or UW Medicine password as “Password”).
2. Click “Log In” button.
3. Verify correct name shows by checking the box.
4. Click "Next".
5. Input a new password in "New Password" field.
6. Retype new password in "Re-enter new password" field.
7. Click "Update ... password" button.
8. Verify that the "Password Update Results" screen displays.

The password you specify will be active right away. If you experience difficulty establishing your UW Medicine password, please call the UW Medicine IT Services Helpdesk at (206) 543-7012 for assistance.

**UW Email**

Every person who has a UW NetID has a default email address of your_uwnetid@u.washington.edu or your_uwnetid@uw.edu (they are equivalent). Official UW messages for you will be sent to your default email address.

UW email may not be setup to forward outside the UW Email Standard - University of Washington (uw.edu), UW Medicine (uwpn.org, uwp.washington.edu), or affiliates (cumg.washington.edu, Rev February 2010 seattlecca.org, fhcrc.org, psbc.org, med.va.gov, seattlechildrens.org) email address and services - when communicating UW Medicine information.

**Make sure your UW email is forwarded to Office 365 - important**

https://uwnetid.washington.edu/manage/?service
- Click on “UW office 365” box.