Dear member of the Larner College of Medicine Class of 2023,

We have activated your Larner College of Medicine username (COMID) and your new LCOM email address.

Your COMID matches the UVM NETID that you have been using, but this is a separate username. Likewise, your LCOM email address will be the same as your @uvm.edu email address except this one will be @med.uvm.edu instead.

>Your COMID is: **<COMID>**
>Your LCOM email address is: **<COM mailbox address>**

The first thing you should do is set your password by following these steps.
1. Browse to https://accounts.med.uvm.edu
2. Click on the "Forgot Your Password" link below the Password text box.
3. Enter your COMID
4. Type in the text you see on the Human Verification page
5. Type in your birthdate in mm-dd-yyyy format
6. Type in the last 5 digits of your SSN for your PIN
7. Set your new password.

Before proceeding with accessing any of the LCOM systems below, please clear the cache and history of your web browser. If you need instructions clearing your cache, we have provided links below with instructions for doing this in each of the major browsers.   **Note**: Make sure that you include the option of clearing your credential or login data.

To access you LCOM email via the web, browse to https://portal.office365.com then use your LCOM email address (see above) as your username and the password you just setup.

This email address will be where all official email will be sent to you from this point forward. Within the next few hours, all email sent to your @uvm.edu email address will be automatically redirected to your LCOM email. You should check both mailboxes until you have confirmed that redirection has been turned on.

>***Please note:*** *If you want to test redirection from your @uvm.edu to your @med.uvm.edu mailbox, please send a message from a personal (i.e. external) email address.*

You are all set to use the COMID to log into all LCOM systems including OASIS and VICPORTAL, LCOM's on-line learning environment. To access VICPORTAL, browse to https://vicportal.med.uvm.edu, enter your username (see above) and the password you just set up. Once you have logged into VICPORTAL, you should see a link to the Orientation course. An email from the LCOM Office of Medical Student Education with further instructions for accessing this course will follow shortly.

If you have any questions, please contact the LCOM Service Center at (802) 656-7300, or submit a footprint.

Thanks and welcome to the UVM Larner College of Medicine!
The COM Technology Services (COMTS) Team

Instructions for clearing browser cache.
- **Chrome:**
  https://support.google.com/accounts/answer/32050?co=GENIE.Platform%3DDesktop&hl=en
- **FireFox:** https://support.mozilla.org/en-US/kb/how-clear-firefox-cache
- **Internet Explorer:**
  1. Open the Tools menu.
  2. Select Internet Options.
  3. Click Content.
  4. Under AutoComplete, click Settings.
  5. Click on Manage Passwords.
  6. Click on the Web Credentials Manager.
  7. Click on the drop down arrow by the web site you want to remove the password.
  8. Click on Remove.