

COMIS Notifications Regarding the Creation & Launch of Your UVMLarnerMed Email Account

From: COMIS Administrator
Sent: Wednesday, July 1, 2020 12:25 PM
Subject: Notice of Larner College of Medicine user account and email

Hello member of the Larner College of Medicine Class of 2024,

Greetings from the Technology Services team. This email is the first in a series of communications that will help you transition into the technology environment at the Robert Larner, M.D. College of Medicine (LCOM) at the University of Vermont. This email focuses on your new account; subsequent communications will have more details about curriculum systems and the computer you will be receiving during Orientation week.

First, all committed incoming students will be getting a username (or COMID), which you will use to access most services you will need as a student, including email, academic and learning systems, student group collaboration spaces, etc. This account and your new LCOM email address will be activated on Wednesday, July 8th or when we are notified of your commitment to the LCOM. At the same time, your UVM email address (your.name@uvm.edu) will be set to forward automatically to your new LCOM email address (your.name@med.uvm.edu). From that point forward all communication from the institution will come to the new email address.

While the two accounts may appear the same, they are in fact separate, so you will need to maintain unique passwords for each. When you are notified next week at this email address, you will be provided your COMID account name and instructions for the following:

- 1) setting your password,
- 2) accessing your LCOM email,
- 3) accessing VICPortal, the LCOM on-line learning environment; and
- 4) accessing OASIS with your new LCOM account.

If you want to change your email address (e.g. due to a name change since registering at UVM), please make the change to main campus email address first (instructions are available here: <https://www.uvm.edu/registrar/netid-or-email-alias>) and then request a change to your LCOM email address by submitting a request in our Help Desk ticketing system here: <https://comis.med.uvm.edu/footprints>.

This account and email address are your professional on-line presence. You should continue to keep any other existing email address for personal communication and do not forward email from this mailbox to any external email address.

If you have any questions about this account, please contact the LCOM Service Center at 802-488-5553

From: COMIS Administrator
Sent: Wednesday, July 8, 2020 11:20 AM
Subject: NOTICE: LCOM Email and Account Created

Dear member of the Larner College of Medicine Class of 2024,

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 account. 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: first.last@med.uvm.edu

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 (FIVE digits, not four)
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 802-488-5553

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.