DUAL ENROLLMENT FACULTY:
TO OBTAIN NUID AND CREATE PASSWORD

1. Go to my.unomaha.edu
2. Scroll down until you see “Password Assistance” on the left hand side and click on “Lookup your NUID”

3. Enter in your information and it will give you your NUID number
4. Click on “Return to the TrueYou homepage”

5. Click on “TrueYou Self-Service” to set up password

6. Click “Yes” indicating you know your NUID and click “Get TrueYou Account”
7. Enter NUID and Social Security Number and numbers in reCAPTCHA
8. Click “Next” - if indicates that account has been found, please use the “Forgot Password” feature

9. Answer a minimum of 4 of the 6 authentication questions
10. Click “Next”
11. Choose a password, must be at least 8 characters long and include 3 of the following:
   Uppercase letter
   Lowercase letter
   Number
   Special Character
12. Click “Finish” - please write the password you have chosen in a safe location, as I cannot access the password. You can also send it to me if you wish and I will keep it in a secure location.
DUAL ENROLLMENT FACULTY:
TO VIEW CLASS ROSTER AND GRADE

1. Go to my.unomaha.edu
2. Scroll down and login under MavLINK
3. Sign in using your NUID and password
4. Click on “Faculty” Tab

5. Click on class roster to view students or click grade roster to grade students
   Make sure you are in the correct term (Fall 2014 or Spring 2015) to view your roster
   You will see the sections you have on the right side