From: White, Gordon
Sent: Tuesday, July 24, 2018 9:32 AM
Subject: New LCOM Account information

Dear student,

We have activated your Larner College of Medicine username (COMID). This also includes your LCOM email address.

In addition to your UVM NETID, you have a COMID. The usernames are the same, but they are separate accounts, with their own passwords. Your COMID is used to access resources specific to the College of Medicine.

Your COMID is **NETID**

Your current email address ending in @uvm.edu will remain active, but will be configured to forward all new mail to your LCOM email address ending in @med.uvm.edu. This will be your primary email account while attending LCOM.

Your LCOM email address is **student@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 **NetID**
4. Type in the text you see on the Human Verification page
5. Type in your birthdate in mm-dd-yyyy format (include the dashes)
6. Type in the last **5 digits** of your SSN for your PIN (last FIVE)
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://outlook.office365.com then use your LCOM email address (see above) as your username and the password you just setup.

This email address will be used for all official email communication from this point forward. Within the next few hours, all new 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, like gmail.com, not an internal address like @med.uvm.edu*

You are all set to use the COMID to log into all COM systems including OASIS and COMET, LCOM's on-line learning environment. To access COMET, browse to https://comet.med.uvm.edu, enter your username (**NetID**) and the password you just set up. Once you have logged into COMET, 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 technical questions, please contact the LCOM Service Center at (802) 656-7300.

Thank you 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.