UMA Software Systems

UMA uses several electronic information and communication tools. It is essential that all UMA students activate their university e-mail accounts (see page 2 for more details) and use these vital electronic resources. This guide will orient you to our systems and their uses, beginning with the big two: MaineStreet and Blackboard.

**UMA Portal**

The UMA Portal (https://my.uma.edu) is your single sign-on access to all of your electronic resources at UMA, including MaineStreet, your University e-mail, blackboard, and many student resources and information.

**MaineStreet**

The University of Maine System’s student information system, MaineStreet, is THE place where all of your student information records are stored. Access MaineStreet to view your admission status, check your schedule, review your academic information, accept your financial aid award, pay a bill, and update your contact information. Students can access MaineStreet through the UMA portal, or directly at https://mainestreet.maine.edu

**Blackboard**

Blackboard is the software used in many UMA classes (on-line, ITV and face-to-face) to post course information and syllabi, host on-line class discussions and collect electronic copies of assignments. Students registered for on-line courses are encouraged to log on to Blackboard before the first week of class. Students in non-web courses will be notified by their faculty if Blackboard will be used. Students can access Blackboard through the UMA Portal, or directly at https://bb.courses.maine.edu

*A user guide and demonstration for MaineStreet (iDemo) is available on-line: http://www2.maine.edu/system/mainestreet/infoforcurrentstudents.php*

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**USING YOUR LAPTOP AT CAMPUS/CENTERS**

1. Make sure you have a wireless network card in your laptop.
2. Open any browser if it does not open automatically.
3. The first time you open a browser while on campus, you will see the following screen to register your laptop; your laptop must be registered to access the university wireless network and other related services.

**Click** on the link to Register. You will be asked to enter your UMS User ID (see pg 2) and password to complete the registration. For assistance, please contact University Tech Support at 1-800-696-4357.
Identifying the ID

- **UMS USER ID** – example: iam.a.student, (username)
  - Used as the logon to MaineStreet, UMS e-mail, Blackboard, UMS wireless system & campus computers
  - Normally, it is some form of your name to the left of the “@maine.edu” in your UMS e-mail address
  - Activating the UMS User ID for the first time requires the activation code, which can be obtained by contacting technical support at 1-800-696-4357.
  - Once activated, your UMS User ID is always used in conjunction with a password.

- **(7-DIGIT) STUDENT ID**
  - Used as unique identifier in the MaineStreet student information system
  - The MaineStreet student information system may also be referred to as PeopleSoft or Campus Community/Student Services Center

- **UMA PHOTO ID CARD**
  - Used for identification, pay-for-print, vendor discounts, etc.
  - Is also referred to as a Student ID, so don’t confuse it with your 7-digit student identifier in MaineStreet

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Activating your e-mail account!

To stay informed regarding UMA business, activate your e-mail account by going to the following website: https://mail.maine.edu/um/ActivateAccount

1. Enter your student ID and activation code in the boxes provided and click “continue.”
2. You will need to fill in a series of textboxes. After completing the necessary textboxes, click “Activate” to complete process.

*Your e-mail account, Blackboard and campus computers will be accessible using this same UMS User ID (john.doe) and password. It is important to remember your password, and know that they must be reset every 180 days.

**Ready to start using your e-mail?** Log into the UMA Portal: [https://my.uma.edu](https://my.uma.edu) and select the Gmail icon in the LaunchPad.

**Already have an e-mail address?** For convenience you can forward your @maine.edu mail to a preferred personal or business e-mail address – but remember to keep your forwarding address current. For more information, visit [http://accounts.maine.edu/](http://accounts.maine.edu/)

**If you have questions regarding any of these account services, please call the Help Desk at 1-800-696-4357 or via email at techsupport@maine.edu.** Support Hours = Monday – Friday 7 a.m. – 8 p.m. & Saturday – Sunday 10 a.m. to 2 p.m.

UMA will use your university e-mail for all official correspondence! **E-Mail is E-ssential!**

http://bb.courses.maine.edu/

BLACKBOARD ESSENTIALS

Get started by enrolling in the Blackboard Essentials for Students from your Blackboard home page. This practice course is available to help familiarize yourself with all the features you may encounter in Blackboard with your online course content.

The Blackboard software requires a Java compliant browser, either Chrome, Internet Explorer, Firefox or Netscape.

Log in using your username and password (same as your UMS e-mail account). From the “Welcome” screen, you must click the name of your course under the “My Courses” area to enter the class site.

To successfully participate in an online course, students must have access to high speed (broadband) Internet at home or work, OR be willing to travel to a UMS Campus or UC Center to use University Computers.

For assistance call 1-800-696-4357 or e-mail techsupport@maine.edu
The UMA Photo ID Card

All UMA students registered for the current semester can obtain their first UMA Card free of charge at either the ID Card Services Office on the Augusta campus (located at the Information Desk in the Richard Randall Student Center) or at the Admissions Office on the Bangor campus (located in Lewiston Hall). Faculty and staff are also welcome to participate in the UMA Card program.

For more information on the UMA card process, please contact the Enrollment and Information Services/ID Card Services Office at 621-3529 or 1-877-862-1234, ext. 3529, or the Advising Center on the Bangor campus at 262-7804. You can also visit http://www.uma.edu/about/umacard/.

Books

Book lists and other class materials available at:
University of Maine at Augusta
www.umabookstore.com
1-800-621-0083

MaineStreet

Through MaineStreet you will be able to:
- View and update personal information
- View holds
- View Program Advisor
- View grades
- See admissions status
- View academic history
- Create a class schedule Wish List*
- Register for classes
- View Financial Aid
- Pay Bill
- Read important announcements in the Message Center
- View Transfer Equivalencies
- Review the degree progress report

*Wish List Disclaimer: the Wish List is a scheduling tool available through MaineStreet to assist in creating the ideal class schedule. By creating a Wish List, you are not enrolling, nor are you saving a spot in a class.

UMA Student Weekly is UMA's electronic weekly newsletter for students. All registered UMA students will be emailed a weekly notification. The Weekly is also available through UMA's web page, the Portal, and UMA's Facebook and Twitter. Direct any questions about this weekly newsletter to the Office of Student Life in Augusta

More UMA E-Ways

The following E-Ways and additional video tutorials can be found on the UMA website at: http://www.uma.edu/academics/student-support/navigating-e-connections/

- E-Way to Degree Progress
- E-Way to Registration

More helpful information can also be found on the UMA Portal: https://my.uma.edu
Information pertinent to UMA is available on the UMA Home Page at:
http://www.uma.edu/

If you have specific questions or need information you do not find readily available, please drop by your local site/center or you can call your college office or the Academic & Career Advising Centers:

Bangor: 207/262-7805 Houlton: 207/521-3100 Saco: 207/282-4111
Bath/Brunswick: 207/442-7736 Norwood/South Paris: 207/743-9322
East Millinocket: 207/746-5741 Rockland: 207/596-6906

COMPUTER LAB HOURS

Hours listed below are standard schedule; however, hours are subject to change due to exceptions. Please visit http://www.uma.edu/directory/offices/information-technology/computer-labs-classrooms/ to see full calendar.

<table>
<thead>
<tr>
<th>Summer</th>
<th>Bangor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katz Student PC Lab</td>
<td>137 Eastport Hall</td>
</tr>
<tr>
<td>Monday – Friday: 8 a.m. – 5 p.m.</td>
<td></td>
</tr>
<tr>
<td>Saturday &amp; Sunday: Closed</td>
<td></td>
</tr>
<tr>
<td>Summer, Fall &amp; Spring</td>
<td>Monday – Thursday: 8 a.m. – 7 p.m.</td>
</tr>
<tr>
<td>Friday: 8 a.m. – 4 p.m.</td>
<td></td>
</tr>
<tr>
<td>Saturday &amp; Sunday: Closed</td>
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</tr>
</tbody>
</table>

Help Desk: 1-800-696-4357 or techsupport@maine.edu.

Support Hours = Monday – Friday 7 a.m. – 8 p.m. & Saturday – Sunday 10 a.m. to 2 p.m.

*DO NOT save your documents on any of the campus computers. Each computer is reset to its original state during the boot up process. As a result, your document(s) will be lost if you have saved to the computer’s hard drive.*

Contact your local site/center for computer lab hours at the centers or visit http://www.learn.maine.edu.