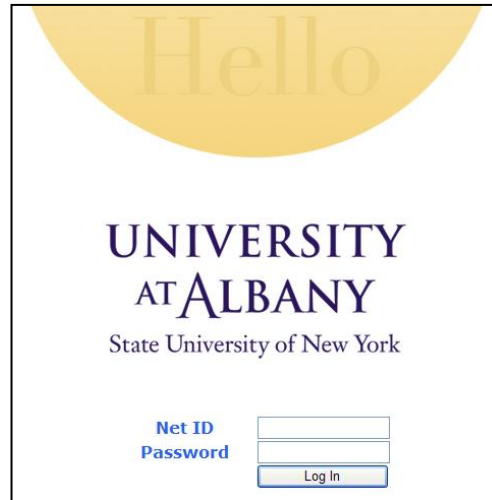


How to Login & Sign Out - MyUAlbany

To Login to MyUAlbany

Go to the website <http://www.albany.edu/MyUAlbany>.

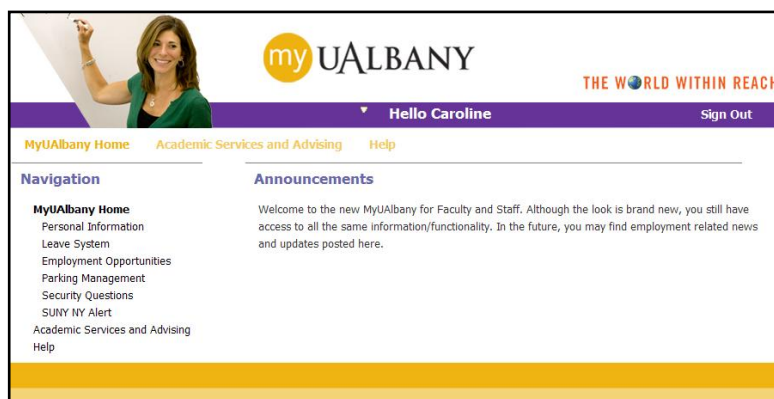


The image shows a login screen for MyUAlbany. At the top, there is a yellow semi-circle with the word "Hello" in a light font. Below this, the text "UNIVERSITY AT ALBANY" is displayed in a serif font, with "AT" in a smaller font size. Underneath, it says "State University of New York". At the bottom, there are two input fields: the first is labeled "Net ID" and the second is labeled "Password". Below these fields is a "Log In" button.

Enter your **Net ID**.

Enter your **Password**. (The password you must use in your UNIX password.)

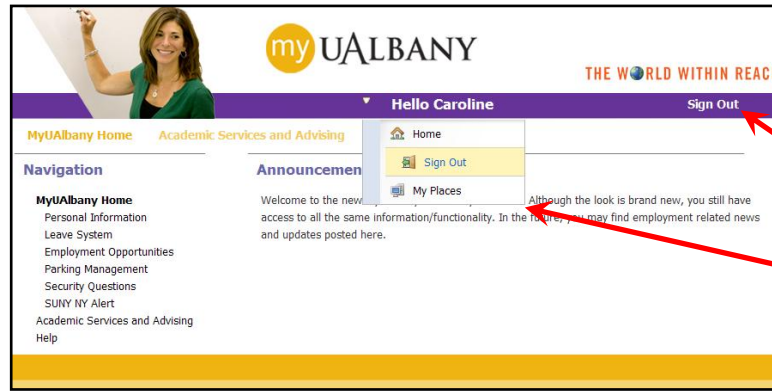
Select the **Log In** button .




The MyUAlbany Home page will appear. (Note: this is the employee page.)

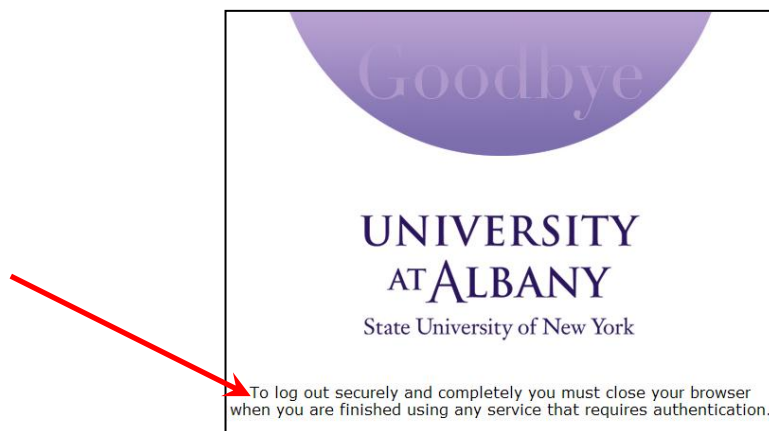
To Sign Out of MyUAlbany

Place your cursor over the greeting. A drop down menu will appear. In this example the greeting says: *Hello Caroline*.



Select the **Sign Out** link  from the drop down menu.

You may also select the Sign Out link  on the purple bar.



The Goodbye page will appear. **Note:** You must close your browser to protect your privacy and prevent others from accessing your personal information.