RESIDENT APPLICATION INSTRUCTIONS

STEP 1: Set up your HawkID and password when you receive the UI Admissions Notification Email

NOTE: Please be on alert for two UI Office of Admissions email notifications to arrive at the primary email address that was entered into the resident enrollment form. One of the messages will say ‘Congratulations on Admission’.

The other will be a message regarding HawkID!

1A: Click link in email to create your HawkID & Password – link will be in third paragraph of the HawkID email.

If you did not receive or cannot find your HawkID email, please contact Karla Duwa at karla-duwa@uiowa.edu.

STEP 2: Wait approximately one business day to set UI email account & personal restrictions.

(To allow for overnight system refresh)

2B. Access the UI Student Information System (MyUI) at https://myui.uiowa.edu/my-ui/home.page

• Click on HawkID Login. On the next screen enter your HawkID & enter Password, click Log In.

2C. Set UI Email Account (on MyUI):

1. Click on ‘Student Information’ within top menu.
2. Scroll down and click on ‘My Email’.
3. There you will find ‘Request Email Account’, which will walk you through the process of setting up account.
4. Click on ‘Update Email Routing / Forwarding Address’ to redirect UI emails to your work email account.

2D. Restrict or Unrestrict Student Information (on MyUI):

1. Click on ‘Student Information’ within top menu.
2. On the right side, under Student Life Management, click on ‘Restrict or Unrestrict Student Information’.
3. Click Yes or No to remove name and address information from UI phonebooks (printed and online).
4. Click your preferred option to restrict public release of residing address information.
5. Click Yes or No to prohibit public release of academic information.
6. Click Save.

2E. Opt Out Hawk Alert (on MyUI):

1. Click on ‘Student Information’ within top menu.
2. On the right side, under Student Life Management, click on ‘Hawk Alert Contact Information’.
3. Make selections to opt out of Hawk Alert (since you are off-campus):
   Phone Alerts: Alert method, click on None; and select No under all other phone number options.
   Email Alerts: Select No under Additional Email Address option.
4. Click on Update Hawk Alert Contact Information.

If you need to look up your HawkID phrase, forgot your password, need to change your password, or test your HawkID account, visit: HawkID Tools (UI ITS): http://hawkid.uiowa.edu/