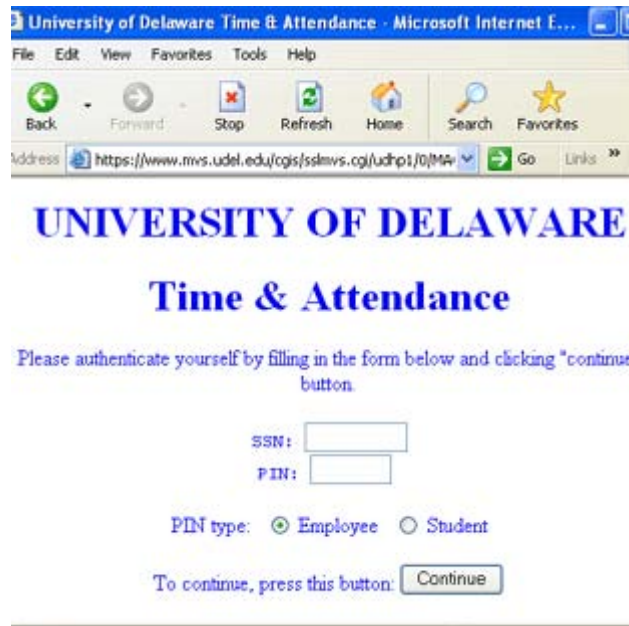


## University of Delaware Time and Attendance Program

The current University of Delaware Time and Attendance Program uses your Social Security Number and Pin number to allow you to log into the program.



The screenshot shows a Microsoft Internet Explorer browser window with the title "University of Delaware Time & Attendance - Microsoft Internet E...". The address bar displays the URL "https://www.mvs.udel.edu/cgiis/sssmvs.cgi/udhp1/0/MA". The page content includes the "UNIVERSITY OF DELAWARE" logo, the title "Time & Attendance", and a login form. The form contains the following elements:

- Text: "Please authenticate yourself by filling in the form below and clicking 'continue' button."
- Input fields: "SSN:" followed by a text box, and "PIN:" followed by a text box.
- Radio buttons: "PIN type:" with "Employee" selected (indicated by a filled circle) and "Student" (indicated by an empty circle).
- Text: "To continue, press this button:" followed by a "Continue" button.

This program will be upgraded to use your UDeNet ID and password. The new screen will be similar to the following image:



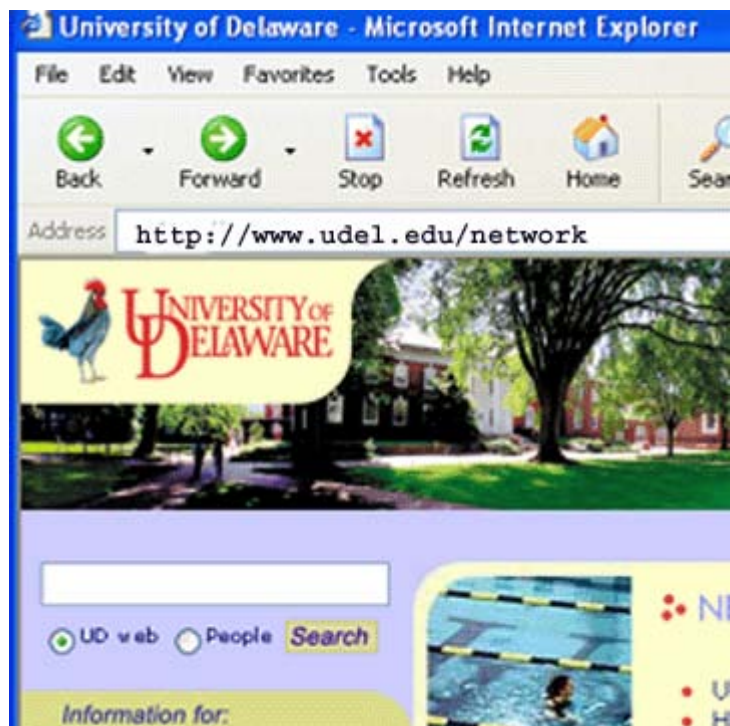
# UNIVERSITY OF DELAWARE

## Time & Attendance

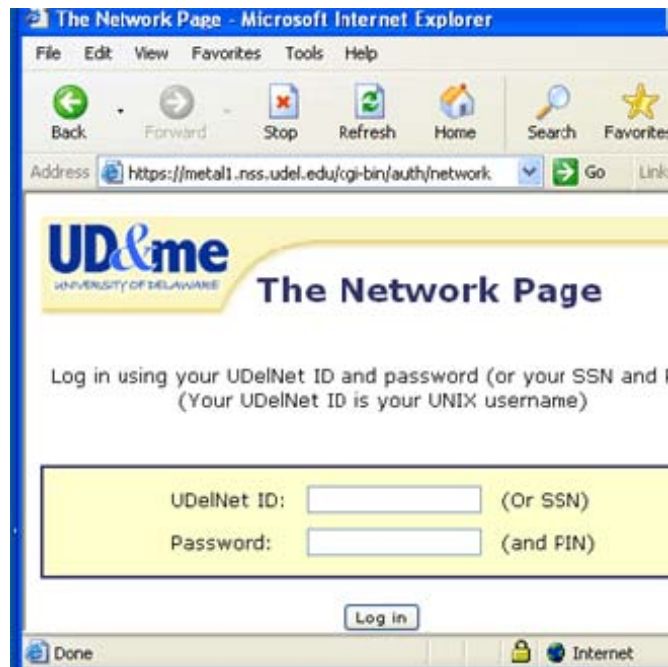
Please authenticate yourself by filling in the form below and clicking "continue" bu

UdelNet   
Password

To set your UdelNet and Password you need to visit the following University of Delaware web page: <http://www.udel.edu/network>



This will take you to the following page. On this page you will use your Social Security Number and Pin number to log into the system.



After logging in you will have access to the University of Delaware's Network Page. This page provides you with a list of options. The options you should be concerned with are setting your UDeNet ID, your password and forwarding your email. To choose your UDeNet ID you will use 2-8 lowercase letters with no spaces, numbers or punctuation marks. Most people use either their last names or a combination of their first names and last names.



If the UDeNet ID that you have chosen is already in use at the University you will receive the following error message:

The UDeNet ID \_\_\_\_ is already in use. Please try choosing a different UDeNet ID. UDeNet IDs must be unique across the UD network. The username entered

is already in use; try another username.

After choosing a UDeNet ID you will then return to the University of Delaware Network Page and click on the option to set your password. A password should be 6 to 8 characters in length. When choosing a password, the system will not allow you to use a name or a dictionary word in any language. Remember to create a password that cannot be guessed and do not provide this password to anyone.

If you have chosen a password that is unacceptable to the system you will receive one of the following error messages:

The password you have chosen was rejected because it is based on a dictionary word. Please choose another password. The password you have chosen was rejected because it is too short. Please choose another password. The password cannot be a English or foreign dictionary word or a successive series of numbers or letters, such as abc123. The password you have chosen was rejected because it does not contain enough different characters. Please choose another password.

After choosing your UdeNet ID and Password, please exit the Network Web Page. The system will take 24 hours for the UdeNet ID and Password to be accepted.

If you currently use Outlook Mail for email, after activation of your UdeNet ID and Password you will have to go in and forward any email that you may receive under this system to the Outlook Mail system.

To do this, you would log into the Network Page using the UdeNet ID and Password that you just created. On the Network Page you should choose the Forward Email option. Remember this should be completed 24 hours after setting your UdeNet ID and Password.

Address <https://metal1.nss.udel.edu/cgi-bin/auth/forward>

**UD&me**  
UNIVERSITY OF DELAWARE

## Email Forwarding

### Set Email Forwarding

The University of Delaware will send official notices to [tlinebck@udel.edu](mailto:tlinebck@udel.edu).

You are responsible for reading all such notices.

If you forward your email you are still responsible for reading such notices.

To set up email forwarding, please enter your desired forwarding address below.

The address to forward your email to would be your Facilities' email account. A sample of this is: \*\_\*\*\*\*@facilities.udel.edu you would then click on the submit button and your email will be forwarded.