

ACCESSING A ULINK ACCOUNT

Ulink is the University of Louisville Information Network for students, faculty and staff. User ID/password information for first-time users

Signing in to ULink for the first time will require a few easy steps to get your account information set up and activated.

Students



If you do not know your user ID, you can [get your user ID](#) using your Social Security Number and birthdate. Your ULink user ID will be the same as your GroupWise user ID.

You will initially log on using a default password:



- Your password will be the first two letters of your first name, followed by the first two letters of your last name, followed by !, followed by the last four digits of your student id. For Jane Smith, 1234567, her password is jasm!4567.

If you have forgotten your password and have not [set your challenge questions](#), please take a picture ID to [a computing center](#) for a password reset.



Students should also select a Personal Identification Number (PIN) upon first logging in to ULink. Ordering official transcripts, viewing account statements, and paying fees with a credit card in ULink will require a PIN for access. Please select a PIN upon your first login to ULink by clicking on the "Student Services" tab across the top of the page. Under the menu heading "Personal Info," select "PIN" and follow the instructions on that page. If you give anyone access to your PIN, he or she will have the ability to see your course schedule, grades and transcript, and will be able to see your statement of account and make payment with credit card. To take away access, simply change your PIN.

If you have any other user ID/password problems, please send them to [the helpdesk website](#) or at helpdesk@louisville.edu

Faculty/Staff



If you do not know your user ID, you can [obtain your User ID](#) using your 7-digit employee ID or Social Security Number, which is printed on your Cardinal Card. If you have already used GroupWise, your ULink user ID will be the same as your GroupWise user ID.

Your password will be the same as your GroupWise password. If you have not already used GroupWise or do not have an account, your password will be the first two letters of your first name, followed by the first two letters of your last name, followed by !, followed by the last four digits of your student id. For Jane Smith, 1234567, her password is JASM!4567.



If you have forgotten your password and have not [set your challenge questions](#), your Tier One staff can change your password or take a picture ID to [a computing center](#) for a password reset.

If you have any other user ID/password problems, please send them to [the helpdesk website](#) or at helpdesk@louisville.edu.