

# Getting started with your ENMU information systems account

## What is my username and password?

Your username will be provided to you by your HR officer. It should generally be 8 characters long, in the format of the first 7 characters of your last name, and then the remaining characters in your first name, up to 8 characters. For example, user “John Dough” would receive the username “doughjoh”.

Your initial password is in the format “Id<enmuID#>”, where the bracketed text “<enmuID#>” stands for your ENMU ID number. Your ENMU ID # is provided to you by your HR officer.

## Where do I login?

The main ENMU web portal (Portales) is located at “my.enmu.edu” and the main ENMU-Ruidoso web portal is located at “my.ruidoso.enmu.edu”.



Eastern New Mexico University  
(Portales and Ruidoso Portal Access)  
Please enter your username as: 'domain\username'  
**Students will use: sd\username**  
**Faculty/staff will use: ad\username**

[Sign in](#)

[New user? Activate your account](#)  
[Login instructions/tutorials](#)  
[Forgot password](#)

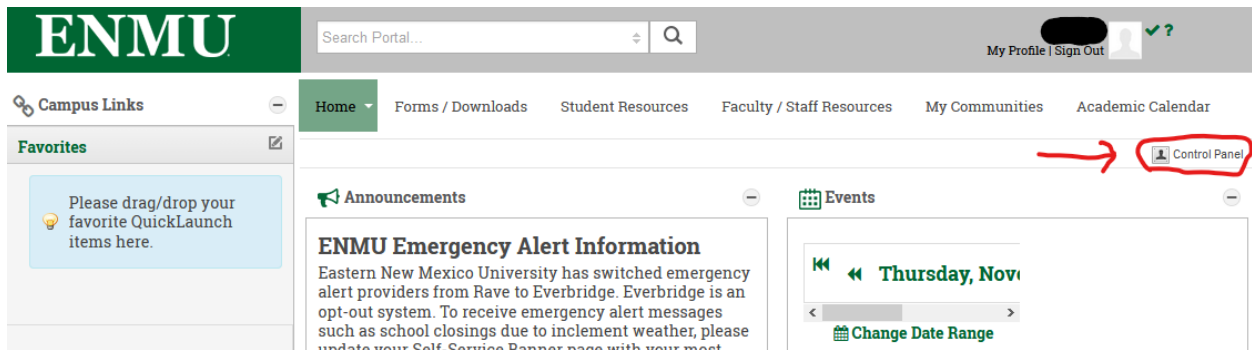
By signing onto this portal, you agree to abide by its [Terms of Use](#). Violations could lead to restriction of portal privileges and/or disciplinary action.

These logins will require you to enter your username in the format “ad\”. The “ad\” prefix before your username indicates the domain which you are logging into, a convention used with Windows systems. “ad\” is the domain for faculty and staff here at ENMU.

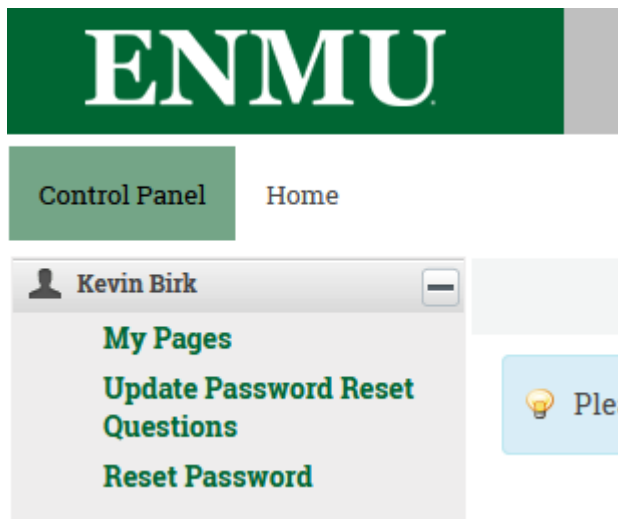
## How do I change my password? How do I set my security questions?

You can change your password and security questions within the main ENMU Portales web portal, “my.enmu.edu”.

Click the link that says “Control Panel” in the mid-top right of the portal main page.



At the far left of the resulting page you will see a menu with options for “Reset Password” and “Password Reset Questions”. Click either of these choices as needed and proceed through the steps on the resulting page to change your password and set your password reset questions.



## Logging in elsewhere...

When you login to your workstation, you will simply enter your username and password.

For Outlook email setup, you will enter your email address as your username, which is typically in the format of “firstName.lastName@enmu.edu”. Enter your password as usual.

For utilization of Office365 resources, you can go to “office.com” and enter your email as your username (“firstName.lastName@enmu.edu”). You will be redirected to the ENMU web portal to authenticate with your ENMU web portal login (see section above).

For help logging in to other specific systems, contact your supervisor and ask how to obtain access to these resources. If you are unsure, please send an email to “enmuRuidoso.serviceDesk@enmu.edu” and the Information Systems department (IT) will assist you.

## Email Forwarding

If you would like to forward your ENMU emails to an external account, please use the following steps to do so:

- 1) Login to your ENMU email at <https://www.outlook.com>
- 2) Once logged into the app, click the gear icon in the top right for “Settings”



- 3) At the bottom of the pop-in window, select “View all Outlook settings”:

[View all Outlook settings](#)

- 4) In the full pop-in menu that appears, select “Mail” and then “Forwarding”:

A screenshot showing the Outlook settings interface. On the left, the 'Settings' sidebar is visible with 'Mail' selected. The main area shows a list of settings categories, with 'Forwarding' highlighted. On the right, the 'Forwarding' configuration screen is shown, featuring a checked 'Enable forwarding' option, a text input field for 'Forward my email to:', and an unchecked 'Keep a copy of forwarded messages' option.

Settings	Forwarding
<input type="text" value="Search settings"/>	<p>You can forward your email to another account.</p> <p><input checked="" type="checkbox"/> Enable forwarding</p> <p>Forward my email to:</p> <input type="text" value="Enter an email address"/>
<p>General</p> <p><b>Mail</b></p> <p>Calendar</p> <p>People</p> <p><a href="#">View quick settings</a></p>	<p><input type="checkbox"/> Keep a copy of forwarded messages</p>
<p>Layout</p> <p>Compose and reply</p> <p>Attachments</p> <p>Rules</p> <p>Sweep</p> <p>Junk email</p> <p>Customize actions</p> <p>Sync email</p> <p>Message handling</p> <p><b>Forwarding</b></p> <p>Automatic replies</p> <p>Retention policies</p> <p>Groups</p>	

- 5) Check "Enable forwarding" and enter the desired email address that you would like your mail forwarded to
- 6) Click "Save" at the bottom of the menu to confirm and store your changes