

GETTING STARTED AS A NEW BENEFIT

GETTING STARTED AS A NEW BENEFIT EMPLOYEE

Having a parking permit allows card access for parking lots; it does not guarantee an available spot. Parking lot access will not be provided to students, faculty, or staff unless a parking permit is ordered. All faculty, staff and students may order an annual parking permit in August for the period of September 1st through August 3rd of the following year. You will be prompted for your university e-mail address and password to log into the self-service site. If you have any issues logging in, please contact Tech Services at (978) 934-4357. Please see [Parking Information](#) for more details.

Information Technology

Email Account

Your UMass Lowell email account will automatically be generated when all your information is processed by HR. If you have been given your Employee ID number by your manager, you can move forward with looking up your email address by accessing the [UMass Email Lookup Tool](#) and continue with next steps. In addition to your Employee ID, you will also need to enter your date of birth, and last name, to find your email address. If you have not been provided with your Employee ID number, please reach out to your manager.

Once you have your email address, you can call Tech Services at (978) 934-4357 to set up your initial password. For password requirements, please refer to [Passwords information page](#)

**Typically email addresses are generated 24 – 48 hours from the date of entry into HR Direct (Employee ID # created).

Important Contact Information

Human Resources

Wannalancit Business Center
600 Suffolk Street, Suite 520
Lowell, MA 01854
HR@uml.edu
(978) 934-3560 nef bw