The University of Melbourne Identity Management System (IdMS) introduced April 2011 requires staff to have only one password to access all their central IT systems, including Themis.

To access the IdMS you must enter your University User ID. If you do not remember your User ID, you may submit a request through the IdMS to retrieve it.

**To retrieve your User ID**

1. Open a web browser and navigate to the Account Management website ([http://accounts.unimelb.edu.au/](http://accounts.unimelb.edu.au/)).

2. Click on the **Staff** button.

   The Staff Account Management screen will display.

3. Click on the **retrieve my forgotten User ID** link in the **Managing my accounts** section.

   The Lookup User ID screen will display.

4. Enter your First Name, Last Name and Email address then click the **Send UserId** button.

   A message will display confirming that your User ID has been sent to the email address you provided.
Check your email to retrieve your User ID. In this case your User ID will be your UMID.