Quick Reference Guide – How to Login to Online Resources
Simon School – University of Rochester

Application

Simon Exchange [http://simonexchange.rochester.edu](http://simonexchange.rochester.edu)
Central web portal for faculty, staff and students

Login

Simon IT creates your username (first name.last name) and password and sends it to your personal e-mail account. You log into Simon Exchange with the same username and password as your e-mail address. Use “ur\" before entering user name.

Password issues? Check with Simon IT support@simon.rochester.edu or 585-275-4407.

Darden Student Information System

For Students - to register for classes, check grades, update address

Login

Simon IT creates your username (first name.last name) and password and sends it to your personal e-mail account. You log into Simon Exchange with the same username and password as your e-mail address. Do not use “ur\" before entering user name.

Password issues? Check with Simon IT support@simon.rochester.edu or 585-275-4407.
Darden Online Grading
For Faculty

Step 1 – log into Simon Exchange at http://simonexchange.rochester.edu

Simon IT creates your username (first name.last name) and password and sends it to your personal e-mail account. You log into Simon Exchange with the same username and password as your e-mail address. Use “ur\” before entering user name.

Password issues? Check with Simon IT support@simon.rochester.edu or 585-275-4407.

Step 2 - select “Faculty” on the blue panel to the left
Step 3 - select “Online Grading” under Teaching

You will see Darden online grading

Note: Simon PhD students who teach courses (labs) require a different login to Simon Exchange. They are added to the PhD SharePoint Group SPG.

Simon IT creates your username (first name.last name) and password and sends it to your personal e-mail account. You log into Simon Exchange with the same username and password as your e-mail address.

Password issues? Check with Simon IT support@simon.rochester.edu or 585-275-4407.
**Blackboard**
For Faculty, Students

- Your Blackboard account will be created once your course registrations upload from the University’s Student Record System (ISIS) to Blackboard. They will not upload to Blackboard if you have a Bursar hold. After the Bursar hold is released, your courses will upload to Blackboard.
- After your courses upload to Blackboard, you will receive an e-mail from the Blackboard Administrator with your NET ID and the activation link for your NET ID.
- You log into Blackboard with your NET ID and password.

Some exceptions:
- URMC AD is usually used to login in to Blackboard if you are a URMC employee and a student.
- A local Blackboard account is created for some users to log in to Blackboard.
- A Blackboard account will be created for access to URePay. You will be able to see your course sites when your registration uploads to Blackboard.

Your NetID is the key to a variety of online services at the University of Rochester. This service is part of a University authentication/security measure to ensure that accounts are managed more securely across the campuses.

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**Important Information**

**E-mail Accounts**

- **For new MBA, MS, Executive MBA, BERN MBA, PhD and non-matriculated students**
  Admissions sends a list of new students to Simon IT. Simon IT creates your e-mail account and password and sends it to your personal email address.
- **New Staff** – employee’s department notifies Simon IT of new staff and requests e-mail account. The department or Simon IT sends the employee Simon e-mail account information to their personal email address.
- **New Faculty** – Associate Dean’s Office notifies Simon IT of new faculty and requests e-mail account. The Associate Dean’s Office or Simon IT sends the faculty member Simon e-mail account to their personal email address.

**ID Numbers**

- **Students** – your Student ID (also known as your University ID or URID) is an eight-digit number used to identify you as a University of Rochester student. [http://www.rochester.edu/its/netid/studentid.html](http://www.rochester.edu/its/netid/studentid.html)
- **Faculty/Staff** - your URID is an eight-digit number (attached to your NETID) and your employee ID is a six-digit number used to identify you as a University employee. Both numbers appear on HRMS.

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