

Activating Your MAC ID and Email Account

Your MAC ID is a unique identifier enabling a single sign-on for a number of McMaster systems and applications, including email, Mosaic, library access, and more. All existing or past faculty, staff and students will have already been provided with a MAC ID. New faculty and staff will have their MAC ID assigned by Human Resources Services. **This MAC ID needs to be activated.**

Activate Your MAC ID

- To activate your MAC ID, you may use the [MAC ID activation tool](#).
- To use this tool, follow the link above, and ensure you have your employee number, barcode number (provided by Human Resources by email) and your date of birth, and follow the prompts.
- Once activated, you may sign-in to Mosaic to register for Health & Safety training (which will be accessible through [Avenue to Learn](#) 24 hours after registration).

Activating Your Email Account

- Faculty and staff are also required to activate their McMaster email accounts. You may activate your email account **on or after** your official start date.

To activate your email account:

- Please go to <https://mosaic.mcmaster.ca> and select the "Navigator" in the top right corner of the screen.
- Click on MACID and Email Management.
- Select the Activate Button, and save.
- Please note that your account may not be fully functional for 24 hours.

For more information please visit: <http://www.mcmaster.ca/uts/macid/>

If you experience any issues, please contact:
Computer Services Unit, Faculty of Health Sciences
csu@mcmaster.ca, 905-525-9140 x28278