

Once your registration has been officially processed by the Registrar's Office, your NLU student e-mail account will be automatically created. To access your student e-mail account, please go to <http://www.nl.edu>. Click on NLU Portal. Below are instructions on how to obtain your username and password.

*Note: Beginning June 2004, NLU policy will be to communicate important deadlines, procedures, updates, etc. via your student e-mail account.*

To opt out of NLU student e-mail, please contact the Registrar's Office (800) 443 – 5522 ext. 5466, or Student Services, ext. 2842, for an "E-mail Opt Out" form.

### **Username**

Your user-id is based on the following formula:

first character of your first name + first 5 letters of last name + last 4 digits of your Social Security number

Examples:

George Frederick Washington, SSN 222-44-8888 is gwashi8888

John Doe, SSN 1111-44-4567 is jdoe4567

Clarisa Edwards, SSN 111-22-3456 is cedwar3456

### **Password**

Your initial password is the same as your user-id. As soon as you login you will need to change the password. Follow the directions on the screen when selecting a password.

### **Email Address**

Your email address (the name others use to send you email) is: first 5 characters of first name + first 5 characters of lastname + month + day of your birth@my.nl.edu

Examples:

George Frederick Washington, born February 21: georgwashi0221@my.nl.edu

John Doe, born May 7: johndoe0507@my.nl.edu

Susan O'Hara, born Dec 30: susanohara1230@my.nl.edu

Carole Hyde-Jones, born Nov 1: [carolhydej0101@my.nl.edu](mailto:carolhydej0101@my.nl.edu)

### **NLU Student ID**

Once access to the portal has been granted, a box on the left side of the screen called "**Personal Information**" will appear. The NLU ID number will be located there.

### **My Services**

The "My Services" tab located on the top of the access page is where students will view account, schedule and transcript information.

### **Need Help?**

Need Help? Use the online Help features or call the NLU Helpdesk 24 hours a day, 7 days a week toll free at (866) 813 – 1177 or ext. 4357 from any campus phone.