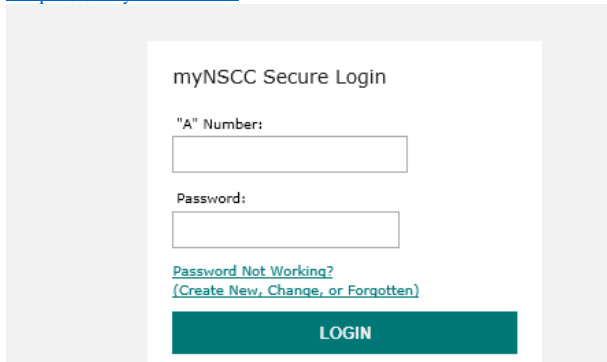


## First steps to access Campus technology for New Employees

Set-up your security questions, change your PIN/Password, and obtain your username and email address.

The act of accessing your computer account represents your acceptance of the Acceptable Use Policy, Password Policy, Wireless Network Policies and other policies as applicable. If you have not had an opportunity to review these policies, please contact your Dean, Director, or the Technology Services Division for a copy.

1. Open a browser from any computer and enter the myNSCC Secure login url  
<https://my.nsc.edu>



2. Click on *Password Not Working? (Create New, Change, or Forgotten)*
3. Enter your “A” Number as given to you by your Department or Human Resources



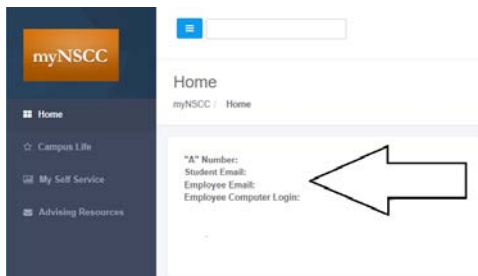
4. Enter the personal information as requested.
5. Create your new password using the following criteria:

Enter your *new Password/Pin* (twice) formulated using the Password security policy requirements:

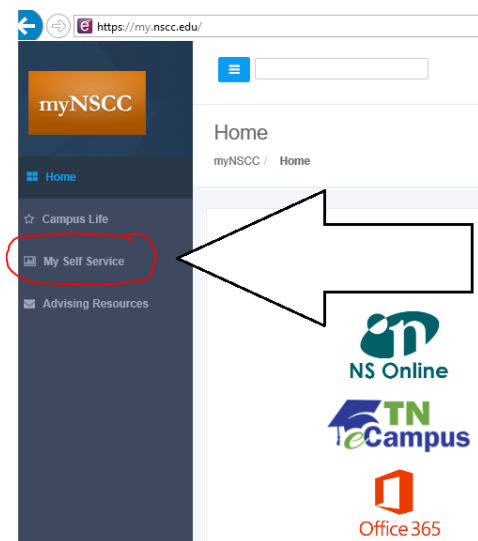
- A minimum of eight alpha number characters; maximum 20
- Contain at least one from each of the following: numbers, uppercase letters, lowercase letters, and special characters i.e.: `!"*'+,-/:=?_`
- A special character can't be the first character of the password
- Password must be changed every 90 days
- Last three passwords are retained in history and cannot be re-used
- Do not use any part of your name as part of your password

*This new password is your password for the following systems: myNSCC, your computer, and your email.*

6. Your A#, Employee Email address, and Employee Computer Login information appear in the left corner



7. Select My Self Service from the menu in the left side column



8. From the Main Menu, Select Personal Information > Change Security Question.
9. Create your security questions/answers - this WILL BE USED to verify your identity in the event you forget your Password/Pin.

Now, you are ready to access your campus computer and email account. Your password will be the same as your new myNSCC password.

- Please contact your department if the username and email address are blank.

**Faculty:** To access classroom/instructional resources, use A number and password.  
To access your email or assigned office computer use your Employee Computer Login and password.