



# North Idaho College

## Access Your MyNIC Account

- Use the MyNIC portal to view items necessary to complete your admissions and financial aid files, update contact information, pay tuition, register, drop from classes, view grades, access forms, and read NIC news and events.
- A link to MyNIC can be found in the upper right-hand corner of any NIC webpage.

1. Access [www.nic.edu/MyNIC](http://www.nic.edu/MyNIC) and click on “MyNIC”
2. To obtain your User Name and Password for the first time, start here:

[New Students and Employees ... Start Here](#)

3. Enter your **seven-digit ID** number, located on your letter.  
Enter your 7-digit ID number
4. Your username will   display, click on the “**Please click here to proceed to Step 2 and update your password.**”
5. Enter the following information and click **Update**.

Username: should auto populate  
 Current password: 6-digit birthday (ex: January 24, 1984 is 012484)  
 New Password: 6-9 characters (letters & numbers)  
 Confirm New Password: reenter new password

Username	<input type="text"/>
Current Password	<input type="password"/>
New Password (Should be 6-9 Characters)	<input type="password"/>
Confirm New Password	<input type="password"/>
Please keep your login information in a secure location	
<input type="button" value="Update"/>	

6. You will receive a message: Password successfully **Changed**. Click on the Log On to MyNIC button to login to your account with your new password.

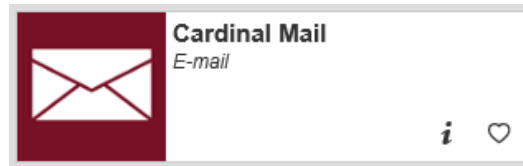
[Sign In to MyNIC](#)

**Your NIC account will only be available to you while you are currently enrolled as a NIC student.**

**If you need assistance with MyNIC, Canvas, Cardinal Mail, Cardinal WiFi or other technical questions, contact the IT Help Desk at (208)769-3280 or [helpdesk@nic.edu](mailto:helpdesk@nic.edu)**

## Access Your Cardinal Mail Account

1. Log in to MyNIC to access your Cardinal Mail account.
2. Click on the **red Cardinal Mail** button, which will auto log you into your Cardinal Mail email account.



Your Cardinal mail address is: *username@students.nic.edu*

## Cardinal Mail Sync Settings

Complete instructions with settings are on the IT Help Desk website: [www.nic.edu/it](http://www.nic.edu/it)

- Account Type:** Exchange or ActiveSync or Outlook
- Email Address and Username:** MyNIC [username@nic.edu](mailto:username@nic.edu)
- Password:** MyNIC password
- Domain:** Leave this field blank
- Server:** outlook.office365.com
- SSL:** select/check connection box

## Wireless Access

### Cardinal Network

The secure wireless network for students is NIC-Cardinal-WiFi. Enter your MyNIC credentials when prompted to log in.



### Guest Network

The guest wireless network is NIC-Public-WiFi. This network provides Internet-only services for visitors on campus. Choose this network, then open a web browser and click “Continue” to accept the NIC wireless policy.



**canvas**

<https://nic.instructure.com>

**canvas** Canvas is used for delivering Internet courses with features for online collaboration, test-taking, and assignment submission.

- Canvas is available on phones and tablets. You can find the apps in your phone’s App Marketplace.
- You can access Canvas via the button on the MyNIC Homepage or directly at <https://nic.instructure.com> via any web browser on any device.