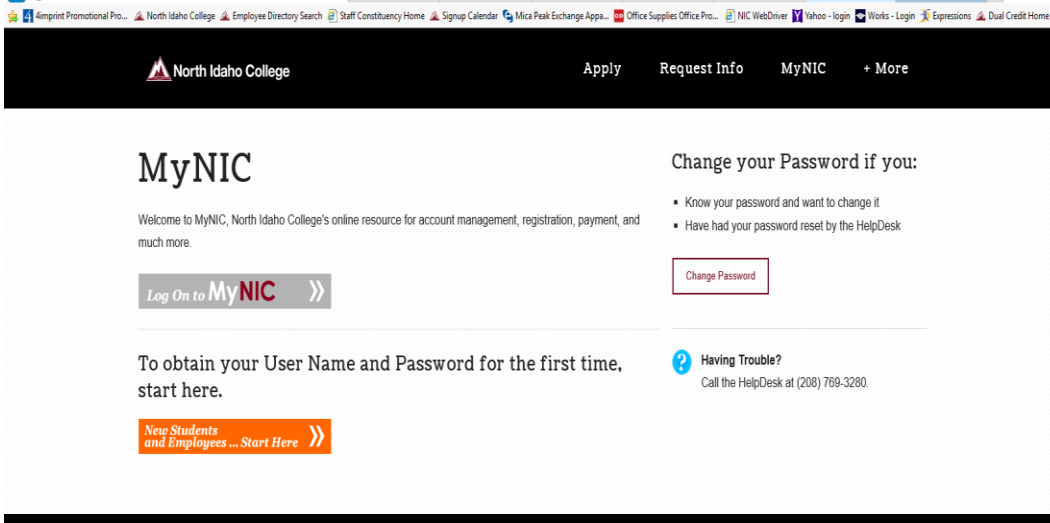


## Setting up your MyNIC account:

1. Go to [www.nic.edu/MyNIC](http://www.nic.edu/MyNIC) and click on “MyNIC”



2. Click on the Orange box that says “New Students and Employees...Start Here”
3. Enter your seven digit student ID number from your Admissions Acceptance Letter (if you do not have your letter, please call our office and we can assist you).



### Update Your Login

#### Step 1

Enter your 7-digit ID number to retrieve your new user name. Your ID number is located on your North Idaho College ID card or can be found on your admissions letter.

Enter your 7-digit ID number

Get My Username

If you need assistance, please call or e-mail NIC's Help Desk at (208) 769-3280 or [helpdesk@nic.edu](mailto:helpdesk@nic.edu).

4. Your username will display, click on the “Please click here to proceed to Step 2 and update your password”.
5. On the next screen your username should automatically have populated in the “Username” box. “Current Password” will be your 6 digit date of birth (example: March 16, 2001 is 031601)

“New Password” create a password that you will easily remember with 6-9 characters (you may use a combination of letters and numbers).

“Confirm New Password” reenter your password



### Update Your Login

**Step 2**  
**Change your password** - Your initial password is your 6-digit birthdate (January 24, 1984 is 012484).

Username

Current Password

New Password (Should be 6-9 Characters)

Confirm New Password

**Please keep your login information in a secure location**

If you need assistance, please call or e-mail NIC's Help Desk at (208) 769-3280 or [helpdesk@nic.edu](mailto:helpdesk@nic.edu).

### REMEMBER TO WRITE DOWN YOUR USERNAME & PASSWORD SOMEWHERE!!!

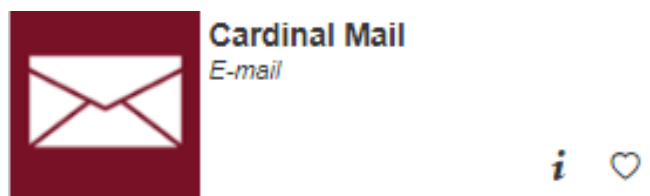
6. You will receive a message: Password successfully changed. Click on the Log On to MyNIC button to login to your account with your new password.



### Setting up your Cardinal Mail:

All students receive a Cardinal Mail email account once they have applied to NIC. All official communication from NIC is sent to your Cardinal Mail, so it is very important to check your Cardinal Mail often. There is a link on your MyNIC account to your Cardinal Mail.

1. Log in to your MyNIC account.
2. Click on the red Cardinal Mail (image below) and this will automatically take you to your Cardinal Mail email account.



If you have any questions, please contact the Dual Credit Office at

(208) 625-2329 / [dualcredit@nic.edu](mailto:dualcredit@nic.edu)