

A. Creating Microsoft Windows Live ID

STEP 1:

You can create a Windows Live ID account at [Windows Live ID](#). Please press the “Ctrl” key on your keyboard when you click on the above link. Otherwise the link will not work.

NOTE: If the above link doesn’t work the copy and paste the following URL in your browser:

<https://accountservices.passport.net/reg.srf?fid=RegCredOnlyEASI&ru=https://accountservices.passport.net/ppnetworkhome.srf%3Fvv%3D700%26lc%3D1033&cru=https://accountservices.passport.net/ppnetworkhome.srf%3fvv%3d700%26lc%3d1033&sl=1&lc=1033>

STEP 2:

Fill out the form on the page (from the above link).

IMPORTANT NOTE ABOUT EMAIL AND PASSWORD:

- For **E-Mail address:** Type your NEIU email
- For **Password** you can choose any password you like. This password is **NOT** associated with your NEIU email. Make sure you save your password because UTS (Helpdesk) cannot reset this password.



Windows Live ID

Return to: Windows Live ID website

Create credentials

Enter an e-mail address and password to use for your Windows Live ID. Choose an answer to help you reset your password if you forget it.

Create your e-mail address and password

E-mail address:
The address can contain only letters, numbers, periods (.), hyphens (-), or underscores (_).

Password:
Six-character minimum with no spaces
[Learn how to create a strong, memorable password.](#)

Password strength: Not rated

Retype password:

STEP 3:

Once you have filled about the rest of the form, click **Continue** and proceed with filling out the rest of the form.

STEP 4:

Once the **Window Live ID** is created you will get a confirmation in your NEIU email. Follow the steps in the confirmation email to confirm the registration process.