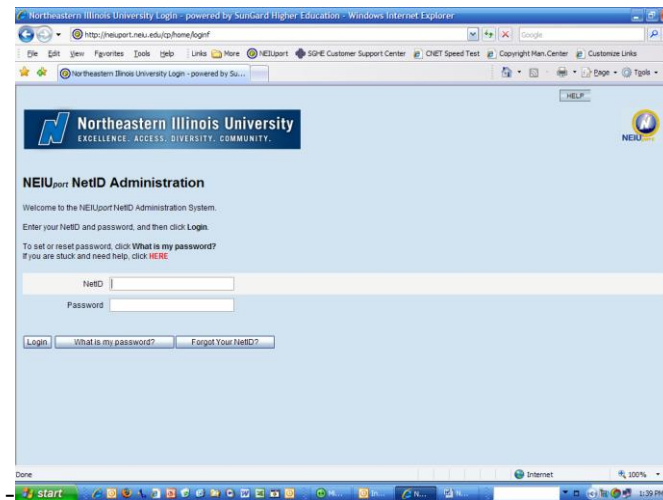


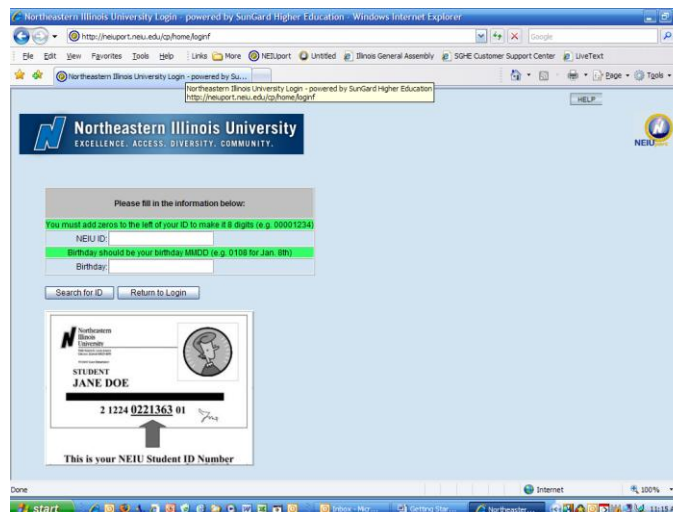
First Time User NetID Account Activation Process

To activate your NetID account, go to <http://neiuport.neiu.edu> and click on the *Activate Your Account* link under *NetID Account Administration*. This takes you to the NEIUport NetID Administration System login screen shown below. NOTE: If you already know your NetID, you may skip step 1 and proceed directly to step 2.



Step 1: Look up your NetID Account Name:

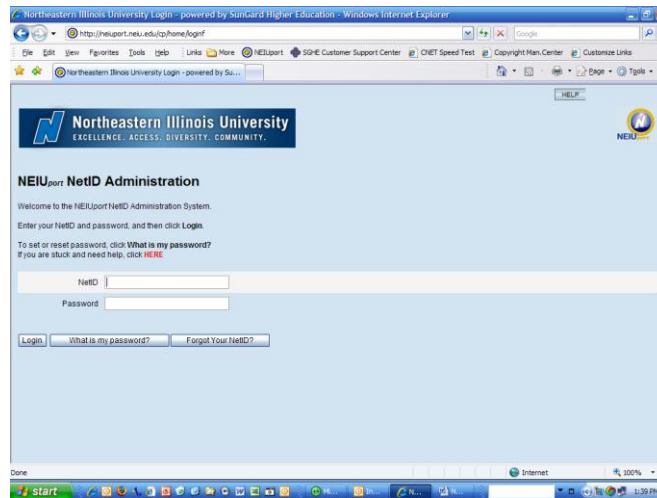
1. From the NetID Account Administration log in screen above, click *Forgot Your NetID?* This takes you to the NetID account look up screen.



2. Enter your NEIU ID number (0 followed by your 7 digit NEIU ID number) from your University ID card or from your tuition bill.
3. Enter the month and day of your birthday as a 4 digit number (MMDD).
4. Click **Search for ID** and the system will respond with your NetID user name and your NEIU e-mail address.
5. Click **Return to Login** which brings you back to the main page of the NEIUport NetID Administration System.

Step 2: Activate your NetID Account:

1. Go to <http://neiuport.neiu.edu> and click on the *Activate Your Account* link under **NetID Account Administration**. From the NEIUport NetID Administration screen below, enter your NetID and click **What is My Password?** **Do not enter your current password.**



2. Enter your 8 digit NEIU ID number (0 followed by your 7 digit ID number) from your University ID card or from your tuition bill.
3. Enter the month and day of your birthday as a 4 digit number for the month and day of your birth (MMDD).
4. Follow the screen instructions to establish a new strong password for your account.
5. Follow the screen instructions to select four or more secret question and answer pairs to be used when you forget or need to change your password.
6. Click **Login to NEIUport** and you can now login to NEIUport using your NetID and new password. This is now the only username and password you will need for NEIUport, email, Blackboard and other campus online systems.

Help with activating your NetID Account:

Support related to initial login access to NEIUport and account activation in the NEIUport NetID Administration System is being provided by the HELP desk for faculty, staff and students. Please call 773-442-4357 for assistance.

Revised 10/25/2010 by BFB