

Welcome to Northeastern Illinois University. As a new student, faculty or staff member, you have access to NEIUport, the University's portal system that allows you to access your NEIU E-mail account. If you are a student, you can view your degree evaluation, check your financial aid status and pay tuition, as well as register for classes and look up required textbooks. If you are an employee, you can view personal information, check stubs, and leave balances. Faculty have access to their class lists, online grading and Desire 2 Learn.

It is important that you set up your NEIUport account as soon as possible. Please follow the instructions below.

HOW TO ACTIVATE YOUR NEIUport ACCOUNT

1. In order to activate your NEIUport account, you will need your University ID number. If your University ID number has not already been supplied to you, you can contact the Helpdesk at the phone number below to obtain it.
2. From your computer, open Internet Explorer or any other popular browser and navigate to <http://neiuport.neiu.edu>. Most popular browsers are supported.
3. Click on the **Activate Your Account** link in the NetID Account Administration section just below the login box.

GET YOUR NETID

4. Click on the **Forgot Your NetID?** Button.
5. Enter your University ID number in the **NEIU ID** field and then enter your month and day of birth (using the format MMDD) in the **Birthdate:** field. Click **Search for ID** button. **Please note: Remove the first zero from your ID and enter the remaining eight digits in the NEIU ID field.**
6. You will be provided with your **NetID** (User ID) and **E-mail address**. Please write both of these down.
7. Click the **Select** button.

CREATE YOUR PASSWORD

8. Enter your **NetID** you wrote down from step six into the NetID field.
9. Click the **What is my password?** button.
10. Enter your new password in the **Password** and **Confirm Password** fields. Your password must match the criteria listed on the web page. When you have entered your password in both fields, click **Change Password**.

ANSWER AUTHENTICATION QUESTIONS

11. Now that you have established a password, you must supply answers to questions that will help to authenticate you, if you forget your password. Click **Change Answers to Authentication Questions**.
12. Type in an answer to **at least four** of the questions. When you have finished, click **OK**.
13. When you are presented with the **Change Answers Results** page, click **OK**.
14. You may now click the **Login to NEIUport** link to log in to NEIUport for the first time. Enter your **NetID** and the new **password** and click **Login**.

Congratulations! You have successfully activated your NEIUport account. You can now take advantage of the numerous self-service opportunities that are available to you. Please be sure to check your E-mail and the Personal Announcement channels. These are the University's primary method to communicate official and important information to students, faculty and staff. Make sure to sign up for N-Alert, NEIU Emergency Notification System.

For assistance with activating your NEIUport account, you may contact the HELP desk at 773-442-4357 from 9:00AM to 4:30PM Monday through Friday.