

### NEIUport Activation Instructions for New and Readmitted Students

Congratulations on your admission to Northeastern Illinois University. Now that you're admitted, you have access to NEIUport, the University's portal system, that allows you to access your Northeastern Illinois University email account, view your degree evaluation, check your financial aid status and pay tuition, as well as register for classes, look up required textbooks and sign up for N-Safe.

It is important that you set up your NEIUport account as soon as possible. Please follow the instructions below. You will find your NEIU Student ID number on your acceptance letter mailed to your home. If you have not received your letter in the mail yet, you can also access your NEIU ID number by logging in to the Application Portal (<https://apply.neiu.edu/admissions/pages/welcome.aspx>). Your ID number is needed to activate your NEIUport account successfully.

### ACTIVATE YOUR NEIUport ACCOUNT

1. From your computer, open Internet Explorer or other supported browsers and navigate to <http://neiuport.neiu.edu>.
2. Click on the Claim/Activate Account, Lookup ID link.

#### NetID Account Administration

- \* Claim/Activate Account, Lookup ID
- \* Forget Your Password

3. From the Password and Account Management Portal screen, enter your NEIU ID number in the University ID field and Check the box "By selecting this checkbox you agree to receive text messages on your mobile device."

#### Verify your identity and request a PIN. Enter your user information.

Request PIN

4. Click the Request PIN button.
5. Next, select where you would like your PIN to be sent from the options provided and click the Send PIN button (Cellphone, E-mail or both).

#### 2. Select where you want the PIN to be sent

- Cellphone (\*\*\*\*\*661)
- Email (\*\*\*\*\*@neiu.edu)
- Both (\*\*\*\*\*661 & \*\*\*\*\*@neiu.edu)

Send PIN

6. You will now see a confirmation dialog box confirming the PIN has been sent. Click Close button.



The PIN has been sent via E-Mail to \*\*\*\*\*@neiu.edu and via text to \*\*\*\*\*661.

Close

7. Next, enter the PIN number received (either from text, email or both) in the PIN field and click the Validate button.

#### 3. Validate your PIN. Enter the PIN that was sent to your mobile device.

PIN:  Validate

8. Finally, create and confirm your new password. Enter our New Password and then Re-type your password. Click Rest Password button. (Please refer to the Password rules on the right of the screen to assist with creating a secure password.)

#### 4. Create and confirm your new password

New Password   
Re-type Password

Rest Password

9. You will now see the dialog box below as your password is being created.



Please wait while the password(s) are reset.

10. Your password is now created. You will now need to write down your username, which can be found in the Password Rules box to the right. Your username is in italics below Password Policy... (username is sampstu1 in example below).

Password Rules	Password Policy...
Mandatory	<i>sampstu1</i>
Length: Minimum	8

11. You may exit the Password and Account Management Portal and return to NEIUport to log in using your username and password.

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.