

## “Request a MyNicolet Account” Instructions

1. Go to [www.nicoletcollege.edu](http://www.nicoletcollege.edu)
2. Click on the MyNicolet link at the top of the page
3. Click “Request An Account” to create your new account
4. Enter all fields using the guide below:

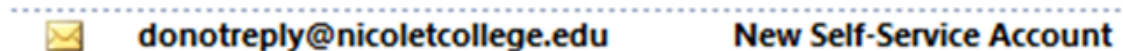
**Request An Account**

Enter your legal name and all the other information, and then select Request Account. Please use an email account that you can log into to retrieve your Nicolet logon credentials.

★ = Required

SSN or System ID	★	<input type="text"/>	Previous students type in Student ID # New students type in your SSN
First Name	★	<input type="text"/>	Type in your full name, no nicknames
Last Name	★	<input type="text"/>	
Date of Birth	★	<input type="text"/>	MM/DD/YYYY
Current Personal E-mail	★	<input type="text"/>	Type in an email account that you can login into after clicking "Request Account"

5. Log into the email account you provided above. Look for an email that looks like the one below (it may be in your Spam or Junk folder):



6. Write down your username
7. Highlight the temporary password and COPY it. Highlight only the characters that are there – no spaces before or after:

Dear Smith, James X,

A new Self-Service account has been created for you with the following credentials:

Self-Service User Name: JSmith  
Password: )A4uvY\_Q{2

**Highlight only the characters that are there, no spaces before or after**

8. Click on the link in the email to return to the login screen.
9. At the Login screen:
  - a. Type in the username you wrote down in step 7
  - b. PASTE the password that you copied
  - c. Click Log In

Login

User Name  
JSmith

Password  
)A4uvY\_Q{2

▶ Forgot My Password  
▶ Request Account

10. Change your password and set a security question:

- a. Current Password = PASTE the password that you copied
- b. New Password = type in a NEW password that has at least 8 characters, 1 capital letter, and 1 number
- c. Type in the NEW password again
- d. Choose a security question that you can remember the answer to
- e. Type in the answer to the security question
- f. Click **Update**

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You are required to change your password and security question and answer. Ent confirmation. Change your password to one that is easy for you to remember, but characters long and should include a number, upper-case and lower-case letters.

\* = Required

Current Password	*	<input type="password" value="]A4uvY_Q{2"/>
New Password	*	<input type="password" value="••••••••"/>
Confirm New Password	*	<input type="password" value="••••••••"/>
Current Security Question Enter your new Security Question here		
New Security Question	*	<input type="text" value="In what city were you born?"/>
New Security Answer	*	<input type="text" value="New York"/>

11. If you see this message – you are done creating your account.

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Your Self-Service password and security question have been updated successfully

▶ [Self-Service Home](#)

## To Log Into “MyNicolet”

1. Go to [www.nicoletcollege.edu](http://www.nicoletcollege.edu)
2. Click on the MyNicolet link at the top of the page
3. Click on the **Sign In** to MyNicolet
4. Type in your username and password

**Your username is: *username@nicoletcollege.edu***

**Your password is: whatever password you set**