

# First Time Login & Reset Information for NC Online Resources

## MyNC

### STUDENT LOGIN INSTRUCTIONS

You can access MyNC directly at [mync.navarrocollege.edu](http://mync.navarrocollege.edu), by clicking on the MyNC link on the [Navarro College website](#), or through the Navarro College Mobile App (available through the AppStore or Google Play).

To login, use the following:

1. Go to [mync.navarrocollege.edu](http://mync.navarrocollege.edu)
2. Your MyNC login username is:
  - o firstname.lastname (lowercase)
  - o *Example: jane.doe*
3. Your default password will be in this format NcYYYYSSSS! .
  - o *Example: Jon was born in 1988 and the last four of his social is 8346, so his password would be Nc19888346! .*

Note: Students who do not have a Social Security Number (i.e., some International students) will use the last 4 digits of their Navarro College Student ID Number.

## Canvas

### STUDENT LOGIN INSTRUCTIONS

To access Canvas:

1. Log into [mync.navarrocollege.edu](http://mync.navarrocollege.edu)
2. Under campus applications choose Canvas
3. Enter your MyNC ID
  - o Username = firstname.lastname (lower case letters)
  - o *Example: jane.doe*
4. Enter your Password
  - o Your new password will be in this format NcYYYYSSSS!
  - o *Example: Jon was born in 1988 and the last four of his social is 8346, so his password would be Nc19888346! .*

## Self-Service

### STUDENT LOGIN INSTRUCTIONS

1. Log into [mync.navarrocollege.edu](http://mync.navarrocollege.edu)
2. Under campus applications choose Student Self-Service
3. Enter your ID
  - o Username = firstname.lastname (lowercase letters)
  - o *Example: jane.doe*
4. Enter your Password
  - o Your password will be in this format NcYYYYSSSS!
  - o *Example: Jon was born in 1988 and the last four of his social is 8346, so his password would be Nc19888346!*

## Webmail

### STUDENT LOGIN INSTRUCTIONS

1. Log into MyNC
2. From Campus Applications choose Student Web Mail
3. Your account username is the same as our MyNC username + @nc.navarrocollege.edu
  - o Example: jane.does@nc.navarrocollege.edu
4. Your password will be in this format NcYYYYSSSS!
  - o
  - o Example: Jon was born in 1988 and the last four of his social is 8346, so his password would be Nc19888346!.
5. Once you login for the 1st time, it will take you to a security screen to enter your cell phone number.
6. You will receive a text with a code to enter on the next screen.
  - o This is a password recovery feature as well as a security feature. If you forget our password, simply click on "Forgot password" and it will send you a text with a code for you to reset your password.
  - o It also lets you know when someone else logs in from a different computer.

### STUDENT PASSWORD RESET INSTRUCTIONS

If you have forgotten your Webmail password, you can follow these instructions.

1. If you have recently set up the password recovery feature, click on the "Forgot Password?" link on the login page.
2. If you have not set up the password recovery feature, contact the OneStop Service Desk at 903.875.7416 or [servicedesk@navarrocollege.edu](mailto:servicedesk@navarrocollege.edu) for assistance.
3. As soon as you can access your account, set up the password recovery feature by entering in your cell phone number when prompted.
4. You can also set it up, if you have not yet done so, by going to "My Account" in the "Personal Info & Privacy" section.

## WiFi

### STUDENT LOGIN INSTRUCTIONS

To login to the WIFI on campus:

1. Your Username is the same as your MyNC ID.
  - o Example: jane.doe (all lowercase)
  - o
2. Your password will be in this format NcYYYYSSSS!
  - o
  - o Example: Jon was born in 1988 and the last four of his social is 8346, so his password would be Nc19888346!.

**FOR ASSISTANCE: CONTACT OUR ONE STOP SERVICE DESK**

### One Stop Service Desk:

Phone: 903.875.7416

Email: [servicedesk@navarrocollege.edu](mailto:servicedesk@navarrocollege.edu)