

## Setting up your NMU E-mail Account for the first time

Go to <http://myuser.nmu.edu/>

Click on “New User Page - <https://myuser.nmu.edu/newuser>



The screenshot shows the 'Welcome to MyUser' page. At the top left is the Northern Michigan University logo. The main heading is 'Welcome to MyUser'. Below this is a section titled 'MyUser Information' which explains that MyUser is a web server for checking account status, changing passwords, and personalizing settings like E-Mail SPAM filtering. It also offers login status checks. Below that is a 'MyUser Services' section with links for: View account Status, New User Page, Change my Password, I lost my Password, Search for a NMU E-Mail Address, and User Web Home Page Directory.

Enter your First Name, Last Name, SSN (enter your NMUIN in this field and you can find this on your Admissions letter), Birthdate

Click on “Sign In”



The screenshot shows the 'NMU New Account Activation' page. It features the Northern Michigan University logo and a heading 'NMU New Account Activation'. Below the heading is a 'Secured Access Login' form with fields for First Name, Last Name, SSN, and BirthDate (with a format hint '(mm/dd/yyyy)'). A 'Sign In' button is at the bottom of the form. To the right of the form, instructions state: 'Please provide the necessary information to proceed with activating your NMU Account. This procedure will work once and only once for a new user account. After completing the procedure you should go to <https://myuser.nmu.edu/user> for your account status or to make changes. If you have forgotten your password, and you have set a password recovery challenge question please go to <https://myuser.nmu.edu/recover>'. At the bottom of the page, it says 'Problems? Please contact the NMU Helpdesk at 906-227-2468'.

- Continue to follow the steps to make your e-mail password (must contain a letter, number and a special character).
- Once you complete the process it will tell you your username (8 letters or less) password that you created and your NMUIN. Please remember this information.

Now that you have created your NMU username and password, you will have access to your NMU e-mail account by doing the following steps:

Go to <https://mynmu.nmu.edu/>

- Enter your user ID (my user ID is anmaki and my e-mail is [anmaki@nmu.edu](mailto:anmaki@nmu.edu))
- Enter your password you just created
- Click on “Log in”

On the “Home” tab on the right hand side you will see “webmail”. This is your e-mail. Click on “webmail” to check your e-mail.