North Central State College
ITS DEPARTMENT

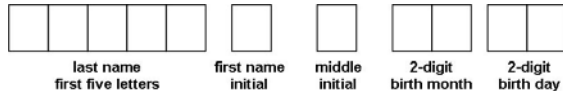# NC Student Username and Passwords Effective 5/26/22

All student accounts will be automatically set up for you.

Username

Student username for Canvas, Office 365 Email, My Password Services, and MyNC will consist of the following:
- The first five letters of your last name
- Followed by your first initial
- Followed by your middle initial
- Followed by the month you were born (using two digits)
- Followed by the day you were born (also using two digits)

For example: The login for a student named Jessica Ann Monroe, with a birth date of September 8th would be: monroja0908.

last name first five letters	first name initial	middle initial	2-digit birth month	2-digit birth day

If you do not have five letters in your last name the system will use your entire last name. If you do not have a middle name the system will skip adding your middle initial. For names that have spaces or punctuation the system will leave it out. E.g.: the last name O'Connor will be "oconn" in your username, and De La Hoya will be "delah". . .

Synchronized Password

All student passwords for Canvas, Office 365 Email, My Password Services, and MyNC will be synchronized and will consist of the following:
- "NCSC" + First two letters of your first name (capitalized)
- Followed by the last four of your social security number
- Followed by the first two letters of your last name (lower case).

For example: The password for Jessica Ann Monroe would be: NCSCJE1234mo.

My Password Services

NC State has a new web based password self-service management tool for students. You can access this tool by clicking on **Student Services** from our home page and choosing **My Password Services**.

My Password Services login will be the same username and password as above. Choose **NC Student** from the "Select Domain" drop down menu. Every student is required to login and enroll in *My Password Services.*

All students will be required to change their password every 365 days through *My Password Services*. You will receive notification in your email when your password is ready to expire if you have enrolled in the *My Password Services program.*

Password Requirements

Must be at least twelve characters long and contain 3 out of 4 elements: upper case, lower case, numbers, or special characters.

Office 365 Login

Your Office 365 login requires you to use your email address as your user name. Your email address would be your username@mail.ncstatecollege.edu. For example: monroja0908@mail.ncstatecollege.edu. The password is the same as above.

IT Service Desk 419.755.4734 ~ helpdesk@ncstatecollege.edu ~ www.ncstatecollege.edu/help