



## NC Student Username and Passwords Effective 5/26/16

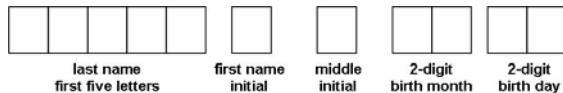
All student accounts will be automatically set up for you.

### 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.



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:

- 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: JE1234mo.

### 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 90 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 eight 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.

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