

## All NC State Student accounts will be already setup 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

All student accounts will have the same username format and are automatically set up for you. 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 are synchronized for Canvas, Office 365 Email, My Password Services, Desktop Login, WiFi, and MyNC 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.

### Report issues:

#### Printer/copier malfunction:

NC State IT Service Desk  
419-755-4734

#### NC State ID Card Account Issues or Lost/Stolen Card:

Cashier's Office  
419-755-4722

### Mobility Printing

With Mobility Printing you can print from your wireless device whether it is a phone, laptop, or tablet on campus. First, connect to NC State's wireless network using NCSC Secure with your wireless device. (Use the same username and password that you use to log into MyNC.) Then click on the **Mobility Printing** link found on the Pay to Print webpage and download the driver or app to your device. Mobility video instructions are on the webpage.

### Help Documents & Tutorials

Please take a moment and become familiar with each program through step-by-step tutorials for Office 365 Email, Canvas, and MyNC.

<https://ncstatecollege.edu/help-documents-and-tutorials/>  
or click on **Current Students**, and then the **Help Documents & Tutorials** button.

### Need more assistance?

For Student Email, My Password Services, and MyNC:

IT Service Desk  
itservicedesk@ncstatecollege.edu  
419-755-4734  
Monday -Friday  
8:00 a.m. to 5:00 p.m.

Canvas support:

419-755-4706



North Central State College

ITS DEPARTMENT

Students' Access  
to Success



STUDENT RESOURCES

## Password Services

**You will now be required to change your NC State password every ninety days.** To maintain your synchronized login, passwords can only be changed through **Password Services** or by calling the IT Service Desk at 419-755-4734.

You can access this tool by clicking on **Current Students** from our home page, click on **Student Software Application**, click on **My Username & Synchronized Password** tab or <https://ncstatecollege.edu/student-software-applications>

Password Services login will be the same as your standard username and password (one you use to log into MyNC etc).

Choose **NC Student** from the "Log on to" drop down menu. Every student is required to login and enroll in My Password Services. Once you have enrolled in Password Services, the system will automatically send you a reminder email a few days prior to your password expiring.

## Password Requirements

Must be at least eight characters long and contain 3 out of 4 elements: upper case, lower case, numbers, or special characters. The system remembers the last 12 passwords used and you cannot use more than 2 characters of your name.

## Canvas

Canvas is NC State's state of the art web learning platform to allow you to participate in online or hybrid classes, as well as offer you access to online materials and activities to complement your face-to-face class experience.

Canvas can give you access to your latest grades, due dates, assignments, electronic course materials, discussion boards, chat and more.

You can access NC State's Canvas server directly at: <https://ncstate.instructure.com/login/ldap> or from the top right corner of our home page, click on **Menu**, then **Canvas**.

**You will have access to your NC State online or hybrid courses by 8am the first day of the semester. For traditional courses please see your instructor for a publish date.**

Canvas Smartphone App and Quick Start Student Guides can be found at <https://ncstatecollege.edu/help-documents-and-tutorials/>

## MyNC

MyNC offers academic planning, class schedules, grades, financial aid records, course search, degree audits, and class registration from one centralized location.

## Lab Computer Login

You will be required to log into all lab computers. Use the same username and password to login to the lab computers as you do for MyNC.

## Office 365 for Students

NC State College offers enrolled students a free subscription to Microsoft Office 365 with their student email account at no cost. Each student can install a full free version of Office 365 on up to five devices including desktop, laptop, tablets, or mobile devices (Mac or PC) **for as long as you attend NC State College.**

Office 365 Benefits:

- Student email account with 50 GB of email storage & can be accessed through mobile devices.
- Office online and mobile applications.
- 1 TB of OneDrive storage to store and access your documents from the cloud.
- Includes latest version of Word, Excel, PowerPoint, OneNote, Access, and Outlook.
- Available for all enrolled students. Your account will be deactivated if you do not attend a semester.
- For more information visit: <https://ncstatecollege.edu/help-documents-and-tutorials/student-email-office-365/>

## Office 365 & Student Email Access

You can access your student Office 365 account from the **Current Students** webpage or through any standard web browser at: <https://login.microsoftonline.com>

**To login, use your entire email address as the username.**

Your email address will be your username@mail.ncstatecollege.edu. For example: monroja0908@mail.ncstatecollege.edu. Your password will be the same one you use for MyNC.

*Please note: Office 365 is the ONLY program that will require you to use your entire email address to login.*

## Secure Wireless Internet

**NCSC Secure** is a secured faster wireless connection for employees and students with more bandwidth and requires your login credentials. Students may connect to NCSC Secure by using the same login credentials that they use for their MyNC login.

## NC State College's Computer & Network Policy and Wireless Access Policy

When connecting to the Internet at NC State College, whether through a wired or wireless source, you are agreeing to abide by the **NC State College's Computer & Network Use Policy** <http://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/19-20.pdf> which prohibits abusive or illegal activity while using the Internet. Personal devices connecting to the college's wireless network is subject to the same filtering that is enforced for all student and staff devices while on our network as stated in our **Wireless Access Policy** <http://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/19-24.pdf>

## NC State ID Cards

NC State ID cards are free and can be obtained through the Cashier's Office in the Byron Kee Center.

The NC State ID card will be used for Pay to print.

For more information regarding NC State ID cards: <https://ncstatecollege.edu/student-services/identification-cards/> or from our home page click on **Current Students, Student Services** button, then **Identification Cards** button.

## Pay to Print

A student print fee will be implemented to recover the escalating costs of printing and is consistent with the other public computing facilities within our state.

## Semester Pre-Load

Each semester, registered students will receive \$5.00 automatically loaded on their student ID card for printing. This equates to 100 black and white one-sided copies. You will need to add additional money to your Student ID card once the \$5.00 is used.

More information regarding Pay to Print: <https://ncstatecollege.edu/student-services/pay-to-print/> or from our home page click on **Current Students**, then the **Pay to Print** button.