1.) Username for Logging into Canvas:

1st 5 letters of last name	First Initial	Middle Initial	2 digit month you were born	2 digit day you were born

All letters are lower case

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"

Canvas is only accessible during the term. You cannot log in until classes start and will lose access once a course ends

2.) Email Address for Logging into MyNC and Office 365/Student Email:

Enter username from above in these boxes followed by @mail.ncstatecollege.edu

									@mail.ncstatecollege.edu

1st 5 letters of last name, all lowercase	First Initial	Middle Initial	2 digit month you were born	2 digit day you were born

3.) My Synchronized Password for Logging into MyNC, Office 365 and Canvas:

NCSC in all caps	1st two letters of first name, both capitalized	Last 4 digits of your Social Security	1st two letters of last name, both lowercase

For example, if your name was Sam Smith, and the last 4 of your SSN were 1234, your North Central State College password would be:

NCSCSA1234sm

Password Services

NC State has a web based password self-service management tool for students. You can access this tool by clicking on **Menu** from any NC State web page and choosing **Password Services**. **Enrollment is required for all students**.

To enroll in Password Services enter your same username and password as above. Choose **NC Student** from the "Select Domain" drop down menu. Choose and answer your security questions to complete enrollment in *Password Services*. Once enrolled, you will have access to change your password whenever necessary.

!!!!!PLEASE NOTE!!!!!

-Canvas access is limited to the academic term in which you're taking your courses. You will not be able to access courses in Canvas until the term begins. For example, Session B courses will not be available until week 9 of the term. Check your schedule for those dates.

-If you cannot access MyNC/Canvas/Student Email, you will need to contact IT Helpdesk (419-755-4734) or access the online help request at https://ncstatecollege.edu/after-hours-support/ to get your password reset/account unlocked, unless you have previously enrolled in Password Services.