

Save Me

NMHU ITS Technical Self-Help for Students

Use of University Computers and access to online resources requires a username and password

Student Online Resources: Student E-mail and Self-Service Banner are available through “CURRENT STUDENTS” on the NMHU homepage: www.nmhu.edu. BLACKBOARD is a link on the top navigation of the page.

Username & Password Help: If you do not know your username or have forgotten your password or need to change your password, go to [ITS Self-Help](#) by following the instructions below.

ON CAMPUS STUDENTS: On any University computer, press Ctrl+Alt+Delete to logon, type **HELP** as the username (no password) and press Enter.

OFF CAMPUS STUDENTS: Go to www.nmhu.edu, click on “CURRENT STUDENTS” and select “Technical Help”

- You will be able to Reset a Forgotten Password, Change your Password, or Look up your Username and Banner ID Number.
- Your **temporary** password is your date-of-birth, in the format MMDDYY
- When you log in the first time, you will be required to change your temporary password.
- Your new password must be at least 6 characters and should be easy for you to remember but difficult for others to guess.
- Do NOT share your password with anyone.
- Exit “ITS Self-Help” when you are finished.

Login Instructions:



If you do not know your username or have forgotten your password, follow the instructions on this document under “Username & Password Help” above.

ON-CAMPUS LOGIN: Accessing NMHU resources from a University computer (including the Rio Rancho Campus) requires you to login with your assigned username. If this is your first login, your temporary password will be your date-of-birth in the format MMDDYY. “Log On To:” domain is STUDENTS.

OFF-CAMPUS: Go to the NMHU homepage www.nmhu.edu to access online resources and click on “CURRENT STUDENTS”. If you are logging into NMHU resources for the first time, you are required to change your temporary password. You can change your password through the “Technical Help” (see “Username & Password Help” above).

You *must* change your temporary password before you can log into Self-Service Banner, Blackboard or the Remote Library Access.

Your Username is: _____

Your Banner ID is: _____

OVER

NMHU ITS Technical Self-Help for Students (continued)

Self-Service Banner (SSB): On the NMHU homepage, click “CURRENT STUDENTS” and select “Self-Service Banner”. Click “Enter Secure Area” and enter your Username and Password.

Note: For first time access, you cannot login until you change your temporary password.

See “Username & Password Help” on the previous page for instructions.

- On your first use of SSB you will need to:
 - Accept the “Terms of Usage” by clicking continue.
 - Enter your “Security Question and Answer”
(Your pin should be your date of birth – MMDDYY, unless you changed it)
 - Sign up for Mobile Phone Emergency Text Messages
- Self-Service Banner (SSB) makes it possible to:
 - Register for classes or Add / Drop classes
 - View class schedule
 - View midterm and final grades
 - View unofficial transcripts
 - View amount due and make On-Line Payments
 - View status of your Financial Aid awards
 - View and update mailing addresses
 - And much more ...

Student E-mail: On the NMHU homepage, click “CURRENT STUDENTS” and select “Student E-mail”.

- Sign in with your Username and Password.
- NMHU E-mail is the official method of communication between professors, HU departments and offices, and students. You are responsible for reading E-mail and deleting old messages. See FAQ by clicking on “CURRENT STUDENTS” and select “Technical Help”.
- Reminder: You have limited space, empty “Deleted Items” folder

Note: Your username does not include the “@student.nmhu.edu”.

Your E-mail address is: your_username@student.nmhu.edu

Donnelly Library Remote Access: On the NMHU homepage, click “LIBRARY & VENUES” and select “LIBRARY” to get to the Library online resources.

- Access to some library resources from off campus may require you to enter your Username and Password.

Note: For first time access, you cannot login until you change your temporary password.

See “Username & Password Help” on the previous page for instructions.

Blackboard: On the NMHU homepage, click “BLACKBOARD” on the top navigation of the page. Click “LOGIN TO BLACKBOARD”, select “Log In” and enter your Username and Password.

- Blackboard Help Desk number: 505-426-2215

Note: For first time access, you cannot login until you change your temporary password.

See “Username & Password Help” on the previous page for instructions.

We recommend accessing online resources through the Highlands home page, however, if it is unavailable, use

- Self Service Banner: <http://banweb.nmhu.edu/>
- Student E-mail: <http://orion.nmhu.edu/exchange>
- Blackboard: <http://bb.nmhu.edu>

For more details: on www.nmhu.edu click “CURRENT STUDENTS” and select “Technical Help”

Confused? Still have questions? Contact: IT Services Help Desk
Donnelly Library ground floor room G26
(505) 454-3496