<mark>SAVE ME!</mark>

NMHU ITS Technical Help for Students

Greetings, and welcome to NMHU!

Your account will log you into the MyNMHU Portal, where you can access NMHU resources such as: *Self-Service Banner, Office 365 Apps (including Email and OneDrive), Brightspace, ZOOM, and Library remote resources.* Your account also logs you into the campus computers.

NMHU Email is the official method of communication between NMHU faculty, staff, and students.
You are also issued a Banner ID, which takes the place of your Social Security number.
Please memorize your Banner ID.

NMHU Username - a variation of your first and last name and may contain a number.
Note: Your username is not your entire Email address.

Account Setup –If you have been recently admitted to the university, you will receive a welcome letter to your personal email which contains account details and a link to change your password. You will be directed to a webpage where you will create your account password.

Forgotten Password – If you have forgotten your NMHU password, you can reset your password through MyNMHU Portal, my.nmhu.edu

Forgotten Username - If you have forgotten your NMHU username, you can look it up through MyNMHU Portal, my.nmhu.edu

How to log in to university computers - To access a university computer, press **Ctrl**+**Alt**+**Delete** and enter your email address and password. Press **Enter**.

<mark>**Need more information?**</mark>
Call us!   Contact the ITS Help Desk at 505-426-2215
Pay us a visit!   We are located on the Ground Floor of Donnelly Library
Check out the ITServices SharePoint Site! https://livenmhu.sharepoint.com/sites/NMHUITServices

A Brief Overview of NMHU Online Resources

Self-Service Banner (SSB):
Log in to **MyNMHU Portal** at my.nmhu.edu **> My Apps > "Self-Service Banner" App** - A new tab will open.

- Self-Service Banner (SSB) makes it possible to:
    - o Register for classes or Drop classes
    - o View class schedule
    - o View midterm and final grades
    - o View unofficial transcripts
    - o Submit course evaluations
    - o View amount due and make On-Line Payments
    - o View status of your Financial Aid awards
    - o Access tax information
    - o Update contact information
    - o Degree Audits and much more …

Office 365
Includes a 50 Gigabyte Outlook Email account as well as several apps and products.
Be sure to explore all Office 365 features, including OneDrive which contains a Terabyte of cloud-based storage.
You can install up to 5 licensed versions of Office 365 on different devices as a current student.

How to Access Office 365:
Log in to **MyNMHU Portal** at my.nmhu.edu **> My Apps > Microsoft Office 365** - A new tab will open.

You will be directed to the **Office 365 Homepage**.
To access Email select the **Outlook Icon**, located in the left side panel.

To access other Office 365 features, click on the ⊞ menu. *(top left corner of the window)*
- **Your Email address is: yourusername@live.nmhu.edu**
- NMHU Email is the official method of communication between NMHU faculty, staff, and students.
- You are responsible for reading your email and deleting old messages.
    How to set up your smartphone or other device to receive NMHU Email:
    1. Download the Microsoft Outlook app using your device App Store.
    2. Enter your NMHU email address. Click Continue.
       You will be re-directed to the MyNMHU login page to log in.
    3. Enter your NMHU username and password. Click on Log In.
       If you have difficulty setting up your device, please contact ITS Help Desk at 505-426-2215.

Donnelly Library Remote Resources: **You must only enter your username and password.*
                                          *You must be an enrolled student

To access Library Resources, sign into the MyNMHU Portal, and select the Libraries App from My Apps.
- Access to some Library resources from off campus requires you to sign in with your username and password.

Brightspace: **You must be registered for classes to access Brightspace.*
Log in to **MyNMHU Portal** at my.nmhu.edu **> Go to My Apps > Brightspace** - A new tab will open.

Brightspace is the Learning Management System used by NMHU. Your instructor may post course content and quizzes here, or your entire class may be online. Be sure to become familiar with Brightspace.
- Requirements for your class may vary.
  Be sure to check your course syllabus or contact your instructor for more information.
- Brightspace also gives you access to Net Tutor.