

# SAVE ME!

## NMHU ITS Technical Help for Employees

Greetings, and welcome to NMHU!

This document will guide you through setting up your account with NMHU. Your account gives you access to NMHU resources such as Self-Service Banner, Office 365 Apps (which include Email and OneDrive), Brightspace, ZOOM, campus computers, and library remote resources.

### Username & Password Help:

You must apply for a username from ITS. Anyone who has access to a web browser can go to [www.nmhu.edu](http://www.nmhu.edu), click on **Faculty/Staff Login**, select **Faculty/Staff Technical Help** under Academic Resources, and **select option 1** Username Application for new NMHU Faculty or Staff . Complete the online fillable application, following the instructions and submit to ITS.

Please note, you should allow at least 24 to 72 hours, for your account to be created.

### Once Account has been created:

Once your account has been created you will receive an email from an employee from the ITS Help Desk. The email will contain your **USERNAME, EMAIL ADDRESS** and how to **CHANGE** your default password through Self-Service Banner. Please reference the next section for assistance on how to change your password and password requirements.

### Password Change:

To change your go to [www.nmhu.edu](http://www.nmhu.edu), select **Faculty/Staff Login** on the top left, select **Enter-Secure Area (Username and Password)**, right above the section of **Current Students** there is the following sentence: Your temporary password will not work and you need to change your password. [Click here to change password.](#)

After selecting the link, you will see 4 text boxes. 1<sup>st</sup> is for your USERNAME, 2<sup>nd</sup> is for your “Old” password which is the default password, the 3<sup>rd</sup> and 4<sup>th</sup> box is for your new password, please follow the password requirements.

**NOTE:** Your default password is set to a complex birthday format of **MonDDYYYY**. For example if your birthday is April 18, 1980, then your temporary password is **Apr181980**.

### Password requirements:

Your password must not contain your first or last name. If applicable, it must be different from your previous 5 passwords. Special characters are allowed. Your password should be easy for you to remember, but difficult for others to guess. **Do not share your password with anyone!**

**Your new password must contain the following:**

- At least 8 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number.

### How to log in to university computers:

If the computer is on the HU\_ADM Domain, you can log on to the computer using your username and password.

If the computer is in the STUDENTS Domain, you must use your NMHU email ([username@nmhu.edu](mailto:username@nmhu.edu)) and your account password.

You can locate the domain under the Password textbox when you try to log in.

See next page for instructions on how to access your NMHU online resources.

# A Brief Overview of NMHU Online Resources

**Self-Service Banner (SSB):** On the NMHU homepage, [www.nmhu.edu](http://www.nmhu.edu) click on **FACULTY/STAFF LOGIN**, then click on **Enter Secure Area (Username and Password)**, and enter your username and password.

**Note:** your username is **not** your entire Email address, your username is before the “@” symbol.

- Self-Service Banner (SSB) makes it possible to:
  - View your pay stubs
  - View your class rosters including getting email address of your students
  - Enter Mid-Term and Final grades.
  - view your online evaluation results after the end of the semester
  - Submit your employee timesheet
  - View and update mailing addresses
  - Sign up for emergency text messages
  - Degree Audits and much more ...

## Office 365

Office 365 includes more than just a 50 Gigabyte email account. It also contains several apps and features. Be sure to explore all Office 365 features, including 5 licenses to install office products on your devices, and OneDrive which contains a Terabyte of cloud-based storage.

**How to Access Office 365:** On the NMHU homepage, click on **FACULTY/STAFF LOGIN** and click on **Office 365 Email**, located under **Academic Resources**. When prompted, enter your entire email address and password. You will be automatically logged in to your Email account. To access other Office 365 features, click on the menu at the top left corner of the window.

**Note:** You cannot log in until you change your temporary password.

Your Email address is: [yourusername@nmhu.edu](mailto:yourusername@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 NMHU login page for Email.
3. Enter your NMHU password. Click on Sign In.

If you have difficulty setting up your device, please contact ITS at 505-426-2215.

**Donnelly Library Remote Resources:** On the NMHU homepage, click on **Libraries** on the bottom of the page to get to the Library’s online resources.

**Note:** You cannot log in until you change your temporary password. You must only enter your username and password.

- Access to some Library resources from off campus requires you to be a currently enrolled student and to enter your username and password.

**Brightspace (Formerly D2L):** On the NMHU homepage, click on **FACULTY/STAFF LOGIN**, then click on **Brightspace (D2L) Login** located under **Online Learning**, then click on **Click here to Login to Brightspace** and enter your email address and password.

**Note:** You cannot log in until you change your temporary password. Brightspace is the Learning Management System used by NMHU. AS an instructor you may post course content and quizzes here, or your entire class may be online. Be sure to become familiar with Brightspace.

- Brightspace also gives you access to Net Tutor and access to activate your Zoom account.

## Need more information?

**Call us!** Contact the ITS Help Desk at 505-426-2215 or 1-877-248-9854.

**Pay us a visit!** We are located in the Student Center room 216 (Located inside Purple Pub)

**Check out our Technical Help Page!** Go to [www.nmhu.edu](http://www.nmhu.edu), click on **FACULTY/STAFF LOGIN**, and select **Faculty/Staff Technical Help** under **Academic Resources**.