

## How do I create a MyNMIT account?

### Create an account

To get started with MyNMIT you will need to create an account. You can do this by [visiting the MyNMIT section](#) and entering your details in the right hand side column.

The screenshot shows the MyNMIT login and registration interface. The page has a blue header with the 'nmit' logo on the left and 'Cancel sign-in' on the right. The main heading is 'MyNMIT Sign in or create an account'. There are two main panels: 'Sign in to MyNMIT' on the left and 'Create an account' on the right. The 'Sign in' panel includes fields for 'Email' and 'Password', a 'SIGN IN' button, and a 'Forgot password?' link. Below this is an 'OR' separator and a section for 'Current students' with a 'SIGN IN WITH OFFICE 365' button. The 'Create an account' panel features a yellow banner for returning users, a sign-up prompt, and fields for 'First name / Given name', 'Surname / Family name', 'Date of birth' (with dropdowns), and 'Email'. It also includes a checkbox for 'I have previously had another name', a 'Privacy Policy' link, and a 'REGISTER' button. At the bottom of the page, there is a copyright notice and a certification statement.

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Please ensure to check the information you have entered as you will need to receive an email to the address entered in order to complete the sign up process.

### Confirm your email

After clicking Register, you will be taken to a confirmation page telling you that an email has been sent to the address provided. Please go to the inbox for this email and look for an email with the subject **MyNMIT - Confirm your email**. This sometimes takes a few minutes to arrive. If you have not received it after 5-10 minutes please check your Spam or Promotions folders as it may have been placed there.

Kia ora

Thanks for signing up to MyNMIT.

There are just two more things to do - **confirm your email address** by clicking on the button below and then you will need to **set a password**.

[Confirm your email](#)

Kind regards,

Customer Experience Manager

If you don't think you should have received this message, or you haven't signed up for MyNMIT, then *please don't click on the confirmation link above*.

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You need to click on the blue button to proceed to the next step.

### **Set a password**

You now need to enter two matching passwords that meets the criteria as shown below.

[Why does it say I've have a data breach when setting my password?](#)

[I can't set a MyNMIT password](#)

If you are a currently enrolled student then the password you set here is different to the one you have set for you NMIT Office 365 account.

# MyNMIT

## Create an account



Megan, thanks for verifying your email

To finish your sign up please create a password.



### Set a password

Password

Confirm Password



**Current status:**

This is different to your NMIT Office 365 account password and that will not be changed.

#### Your password must:

- The confirmed password matches the password.
- Be at least 8 characters
- Include an upper case letter
- Include a lower case letter
- Include a number
- Not contain 3 consecutive letters from your email address e.g. jimmy cannot use jim, mmy, etc.
- Not been found in any known [data breaches](#).

SET PASSWORD

## Signing in

Once you have successfully set your password you will be taken to a confirmation page with a link back to the **MyNMIT** section for you to enter the email address you've used and your newly created password.

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