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# How do I create a MyNMIT account?

Olly - 2023-11-03 - Create an account

## **Create an account**

To get started with MyNMIT you will need to create an account. You can do this by <u>visiting</u> <u>the MyNMIT section</u> and entering your details in the right hand side column.





## **Confirm your email**

After clicking Register, a confirmation email with the subject **MyNMIT - Confirm your email** will be sent to the email used. 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.

Once you have received the email, click on he blue "Confirm your email" button to proceed to the final step of setting up a password.

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**.



## Set a password

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

Megan, thanks for verifying your email To finish your sign up please create a password.	
Set a password	
Password	Current status:
Password	This is different to your NMIT Office 365 account password
Confirm Password	and that will not be changed.
Password	
Your password must:	
<ul> <li>The confirmed password matches the password.</li> </ul>	
Be at least 8 characters	
<ul> <li>Include an upper case letter</li> </ul>	
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.	6
Not been found in any known data breaches	



#### 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.

# Signing in

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