

## ***National College Email and National Connection (Portal) Instructions***

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The first thing to remember is these accounts are **separate** accounts. You must enroll in both individually. Accessing one does not create access to the other. Sign up for the email account first, as you need the email address to receive your verification from the portal. Secondly, **write down your passwords** (see back of this page)! You'd be surprised how quickly you forget them!!

### **Email Instructions**

To facilitate communication in the classroom between instructors and students, National College has made email available to all students.

- 1) To access your email, go to the National College Homepage ([www.national-college.edu](http://www.national-college.edu)) and click on the National Mail Login at the bottom of the page.
- 2) The window will open to Windows Live Hotmail. Your ID (Username) will be your last name, your first initial, your middle initial, campus code (please see your librarian for your campus code) followed by @natlcollege.edu
- 3) You will use a **temporary** password to sign in the first time. It will be your first initial, your last initial and the last four digits of your Social Security Number.
- 4) After you log in for the first time, it will ask you to change your password to whatever you would like. It will also ask you to pick a security question (mother's maiden name, childhood pet, etc.). In case you ever forget your password, answering this question is **the only way** to be able to assign yourself another password. **Do not forget it! (Please see the back of this page).**

### **National Connection (Portal) Instructions**

To help students better keep track of their academic performance, National College implemented National Connection, an online system where students can log in to check their attendance, final grades, class schedules and financial ledger account information.

- 1) To access your student portal profile, go to the National College Homepage ([www.national-college.edu](http://www.national-college.edu)) and click on National Connection Login at the bottom of the page.
- 2) Click on "Student Portal Homepage" and then **"Create New Account"**. **Do not** try to login until you have created a new account!!
- 3) Fill out the Information box for a new account. Your Username will automatically be created for you on the next page. It will be your last name, your first initial and your middle initial.
- 4) At this point you will create your own password. **Write it down!** If you forget your password, you can click on the "Forgot Password" link and provide your PORTAL user name (NOT email user name) and an email address to have it sent to.
- 5) When you are done creating your account, go back to the National College Homepage and check your email. There will be an email regarding your National Connection account. Open this email and **click on the blue link to activate your portal account**. If you don't, your portal account will not work. After clicking this link, you will be taken to your portal account to log in.
- 6) Please turn this page over.

PLEASE use the form below to keep track of all of these User ID's and Passwords! 95% of problems occurring with the email and portal systems are because of forgotten passwords, security questions or putting in the wrong user ID. Put this somewhere safe! You will use these for your entire time at National!

**Email**

UserID \_\_\_\_\_ @natlcollege.edu (will be last name, first initial, middle initial, campus code)

Password \_\_\_\_\_ Security Question & Answer \_\_\_\_\_

**Portal**

UserID \_\_\_\_\_ (will be last name, first initial, middle initial)

Password \_\_\_\_\_