Setting Up Your Nicolet Email Account

1. To set up your Nicolet email account, go to the Nicolet College home page at http://www.nicoletcollege.edu

2. Find and click on My Nicolet in the upper right corner of the page.

3. Click on Activate/Reset Password. This is how you set up (activate) your Nicolet email account or reset your password to your email account.

4. Please make sure that you read the terms of the Nicolet Area Technical College Student Email Policy at http://www.nicoletcollege.edu/currentstudents/aboutnicolet/studentpolicies/policy_email.html and then click on I AGREE.

5. At the next screen type in the symbols for the Image Validation exactly as you see them, using lower and upper case letters. Then click on MOVE TO NEXT STEP.

6. Be sure you enter your 9 digit student ID number OR your social security number (do not enter both) AND your date of birth. Use a 2-digit format when entering your birth date. For example, if your birthday is December 25, 1990 enter it 122590. Or if it is September 25, 1990, use a zero and a 9 for two digits as 092590. Then click on MOVE TO NEXT STEP.
7. Make sure that all information on the **Account Verification** screen is correct before proceeding. Then click on **MOVE TO NEXT STEP**.

8. If you provided an email address when you registered, then it may appear here. If you see N/A, then enter your email address. If you do not have an email address, then remove N/A and enter noemail@nicolet.tc and then re-enter noemail@nicolet.tc to verify. Do not leave N/A—you must enter an email address. Then click on **MOVE TO NEXT STEP**.

9. Enter a password that you will remember! Write it down so you do not forget it. Make sure that it has letters and numbers in it and try to make it at least 8 characters long. **Passwords are case sensitive, so be sure you are aware of that when you are entering the password.** Then click on **MOVE TO NEXT STEP**.

10. If you want your password emailed to you, then select that choice. Or you can leave it to Show Password on Final Step. Then click on **MOVE TO NEXT STEP**.

11. Your Nicolet email address has been created/activated! **Print the screen** so you do not forget what your email is and what your password is.