

# Guide to Access Your Student Accounts

## Step 1 Get your EasyLogin username and create a password.

Upon acceptance to NHTI – Concord’s Community College or registration for classes, an email from the Community College System of New Hampshire (CCSNH) will be sent to your personal email account(s). The email contains your EasyLogin username and CCSNH student email address. Follow the emailed instructions to create a password (minimum length 14 char) and activate your EasyLogin account. If you do not receive the CCSNH email, please contact the NHTI Helpdesk at [NHTIhelpdesk@ccsnh.edu](mailto:NHTIhelpdesk@ccsnh.edu).

**EasyLogin Username:** \_\_\_\_\_

**EasyLogin Password:** \_\_\_\_\_

Your EasyLogin username and password are required to access Navigate, SIS, Canvas, student email and library resources.

Do not share your technology privileges with others. See the CCSNH [System Policy for Acceptable Technology Use](#).

## Step 2 Access your accounts.

Once you have created your Easylogin password, you are ready to access your student accounts. You will be directed to complete a brief registration process and to set up Multi-Factor Authentication (OKTA) prior to accessing any of the following student accounts. Go to <https://portal.ccsnh.edu> to access Navigate, SIS, Canvas, Student Email or to reset your Easylogin password.

### Navigate

Navigate is the application that shows you the important things you need to do in one easy-to-view path. It also helps you pick a major, build a best-fit course schedule, register for classes, find resources on campus, and communicate with your advisor.

### Student Information System

View your class schedule, student account and financial aid information, mid-semester and final grades, transfer credits, and degree audit. Online payment is also available in the SIS.

### Student Email

Your college email account is the official means of all communication between you and NHTI. Be sure to check this email daily! Your email address is your EasyLogin username followed by [@students.ccsnh.edu](mailto:@students.ccsnh.edu). Example: [jdoe123@students.ccsnh.edu](mailto:jdoe123@students.ccsnh.edu).

### Canvas

Canvas is the online teaching and learning software used at NHTI. It's where you will go for lessons, assignments, and content. It's where you'll interact with your instructors and classmates, submit work, take quizzes, and track your class performance. Note: Access your Canvas account no earlier than 6 weeks prior to the start of class. Courses will not display in Canvas until your instructor makes them viewable to the class.

### NHTI Print System

Each semester NHTI students are allowed 350 pages of free printing in campus computer labs. Additional pages may be purchased at the Bursar's Office. Any balance at the end of the semester is not refundable or transferable to a subsequent semester. To use, enter your EasyLogin username and password when prompted.

## QUESTIONS?

Call NHTI's Helpdesk: 603-230-4063, Monday-Friday 8:00 a.m.-4:30 p.m. Email: [NHTIhelpdesk@ccsnh.edu](mailto:NHTIhelpdesk@ccsnh.edu)