

Welcome to Northeastern Illinois University. As a new student, faculty or staff member, you have access to NEIUport, the University's portal system that allows you to access your NEIU E-mail account. If you are a student, you can view your degree evaluation, check your financial aid status and pay tuition, as well as register for classes and look up required textbooks. If you are an employee, you can view personal information, check stubs, and leave balances. Faculty has access to their class lists, online grading and Desire 2 Learn.

It is important that you set up your NEIUport account as soon as possible. Please follow the instructions below.

HOW TO ACTIVATE YOUR NEIUport ACCOUNT

1. In order to activate your NEIUport account, you will need your University ID number. If your University ID number has not already been supplied to you, you can contact the Helpdesk at the phone number below to obtain it.
2. From your computer, open Internet Explorer or any other popular browser and navigate to <http://neiuport.neiu.edu>. Most popular browsers are supported.
3. Click on the **Activate Your Account** link in the NetID Account Administration section just below the login box.

GET YOUR NETID and Set Password

4. Click on the **Claim/Activate Account** link.
5. Enter your **University ID** number in the **University ID** field and check on checkbox. Click on **Request PIN**
6. Select one or both option to get the PIN (Cell phone and Personal email on File) and click on **Send PIN**.
7. **PIN** will be sent to your Cell phone or Email address on both as per your choice. Enter that PIN in the PIN field and click on **Validate**.
8. You will be provided with your **NetID** (User ID), write down user ID and type your password twice and click **Reset Password**.
9. When the **Legal** page appears, read the information and click **Accept**.
10. After you receive the **Welcome** pop-up, click **Close**.

ANSWER AUTHENTICATION QUESTIONS

11. Now that you have established a password, you must supply answers to all questions that will help to authenticate you, if you forget your password. Once finished, Click **Save**.
12. Once your answers are saved successfully, Click Close.
13. Click on the **Profile** tab and write down your NEIU email address.
14. Once you have claimed your account successfully and note NetID (User ID) and Email Address then Logout from the portal
15. Return to NEIUport <https://neiuport.neiu.edu> and **Login to NEIUport** link to log in to NEIUport for the first time. Enter your **NetID** and the new **password** and click **Login**.

Congratulations! You have successfully activated your NEIUport account. You can now take advantage of the numerous self-service opportunities that are available to you. Please be sure to check your E-mail and the Personal Announcement channels. These are the University's primary method to communicate official and important information to students, faculty and staff. Make sure to sign up for N-Safe at <http://N-Safe.neiu.edu>, NEIU Emergency Notification System.