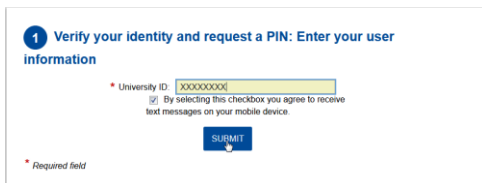# NEIUport Activation Instructions

Congratulations on your admission to Northeastern Illinois University. Now that you're admitted, you have access to **NEIU*port***, the University's portal system, that allows you to access your Northeastern Illinois University email account, view your degree evaluation, check your financial aid status and pay tuition, as well as register for classes, look up required textbooks and sign up for N-Safe.
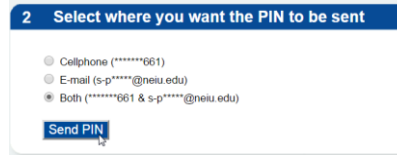
It is important that you set up your **NEIU*port*** account as soon as possible. Please follow the instructions below. You will find your **NEIU Student ID** number on your acceptance letter mailed to your home. If you have not received your letter in the mail yet, you can also access your NEIU ID number by logging in to the **Application Portal** (neiu.edu/apply). Your ID number is needed to activate your **NEIU*port*** account successfully.
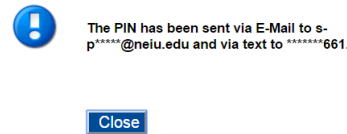
How to Claim you NEIU*port* Account

1. In order to claim your NEIUport account, you will need your student ID# which is located on the top right of the corner of your **mailed admission letter** (*due to security issues, we do not e-mail student ID numbers*).

2. From your computer, open IE or other supported browser and navigate to **http://neiuport.neiu.edu** or click the **Launch NEIUport** link located at the lower left on the NEIU home page at www.neiu.edu.

3. Click on the Claim/**Activate Account, Lookup ID** link.

4. In Step 1 on your screen, Verify your identity and Request PIN, enter all 9 digits of your NEIU ID number in the **University ID** field.

5. **Check the box** "By selecting this checkbox you **agree to receive text messages** on your mobile device**."**

6. Click the **Submit** button.

7. In Step 2 on your screen, select where you would like your **PIN to be sent** from the options provided and click the **Send PIN** button (Cellphone, E-mail or both).
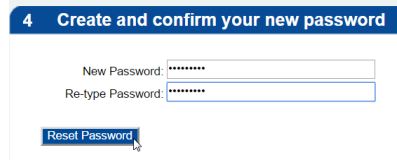

8. You will now see a confirmation dialog box confirming the **PIN has been sent**. Click **Close** button.
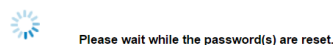

9. Next, enter the **PIN number** received (either from text, email or both) in the PIN field and click the **Validate** button.

10. Finally, **create and confirm** your new password. Enter our **New Password** and then **Re-type** your password. Click **Rest Password** button. (*Please refer to the Password rules on the right of the screen to assist with creating a secure password.*)

11. You will now see the dialog box below as your **password is being created**.

12. Your password is now created. You will now need to **write down your username**, which can be found in the **Password Rules** box to the right. Your **username is in italics below Password Policy**... (*username is sampstu1 in example below*).

13. You may exit the **Password and Account Management Portal** and return to **NEIU*port*** to log in using your username and password.

For assistance with activating your **NEIU*port*** account, you may contact the **Help Desk** at (773) 442-4357 from **9:00am to 4:30pm Monday through Friday.**