NC Student Username and Passwords Effective 12-29-14

All student accounts will be automatically set up for you.

**Username**
Student username for Canvas, Office 365 Email, My Password Services, and MyNC will consist of the following:

- The first five letters of your last name
- Followed by your first initial
- Followed by your middle initial
- Followed by the month you were born (using two digits)
- Followed by the day you were born (also using two digits)

*For example:* The login for a student named Jessica Ann Monroe, with a birth date of September 8th would be: monroja0908.

If you do not have five letters in your last name the system will use your entire last name. If you do not have a middle name the system will skip adding your middle initial. For names that have spaces or punctuation the system will leave it out. *E.g.:* the last name O’Connor will be “oconn” in your username, and De La Hoya will be “delah” . . .

**Synchronized Password**
All student passwords for Canvas, Office 365 Email, My Password Services, and MyNC will be synchronized and will consist of the following:

- First two letters of your first name (capitalized)
- Followed by the last four of your social security number
- Followed by the first two letters of your last name (lower case).

*For example:* The password for Jessica Ann Monroe would be: JE1234mo.

**My Password Services**
NC State has a new web based password self-service management tool for students. You can access this tool by clicking on Student Services from our home page and choosing My Password Services.

My Password Services login will be the same username and password as above. Choose NC Student from the “Select Domain” drop down menu. Every student is required to login and enroll in My Password Services.

All students will be required to change their password every 90 days through My Password Services. You will receive notification in your email when your password is ready to expire if you have enrolled in the My Password Services program.

**Password Requirements**
Must be at least eight characters long and contain 3 out of 4 elements: upper case, lower case, numbers, or special characters.

**Office 365 Login**
Your Office 365 login requires you to use your email address as your user name. Your email address would be your username@ncstudent.net. For example: monroja0908@ncstudent.net. The password is the same as above.

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