How To: Logging Into the Housing Portal For the First Time

1. Open your web browser and go to the Office of Residential Living Website.

2. On the welcome page of the website, click the housing portal button on the left-hand side. Pictured below:

3. Once you click the Housing Portal button on the website, it will take you to the myNichollsID login page. At this time, you will click on the “Forgot password or first time signing in?” link. Pictured below:

4. After following the instructions above, you will be redirected to the site below to create/set the new password to your myNichollsID. Note that your myNichollsID username is NOT your N Number, it is the first part of your Nicholls email address* before the @nicholls.edu. *Example: the myNichollsID username for the Nicholls email colonels1@nicholls.edu is just colonels1.
5. A confirmation email will be sent to your Nicholls email address. If you are logging into your Nicholls email for the first time, your username will be your email address and your password will be your Nicholls N Number in the following format (N00123456). The email will come from the email address itsupport@nicholls.edu with the subject “Reset your Password”. Open the email and click the link to reset/set your myNichollsID password. You will have 24 hours to complete this step.

6. Once you click the link in the email, you will be redirected to the site pictured below. Follow the instructions to create your new password for the myNichollsID. Once complete, you will have set your password.

7. Now that you have reset your password, go back to the Office of Residential Living website and click the housing portal button again.

8. Now, you will be able to log in. Once logged in, click the Housing Portal button with the bed icon. Pictured below. You will then be able to fill out the housing application for your applicable year by following the instructions listed at the top of the welcome page.