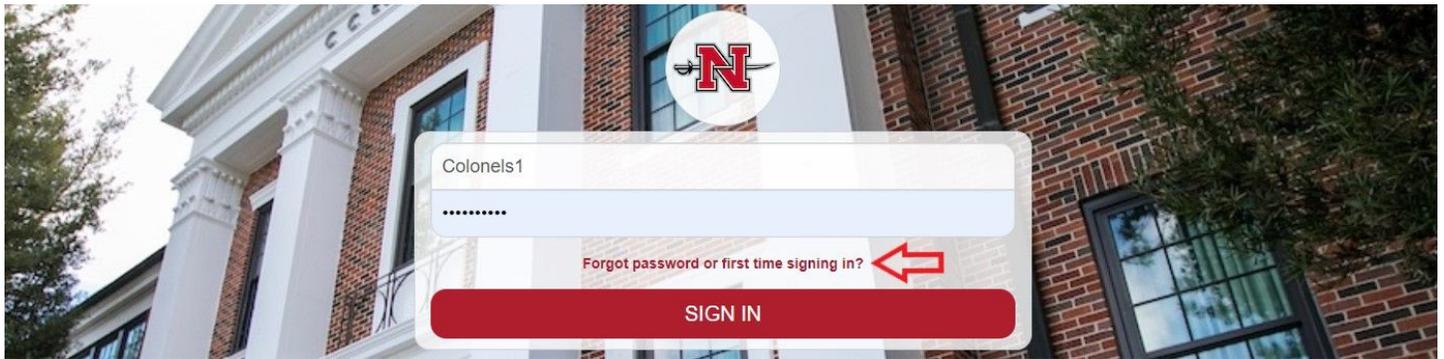


How To: Logging Into the Housing Portal For the First Time

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.

i Enter your myNicholls ID and your Nicholls Email Address to reset your password. When you receive the email, click the link inside to complete the password reset. This form is for your myNicholls ID only.

Please do not enter your Banner N Number on this form.

myNicholls ID (ex. jsmith12)	<input type="text" value="colonels1"/>
Nicholls Email Address	<input type="text" value="colonels1@nicholls.edu"/>

I'm not a robot 

Send

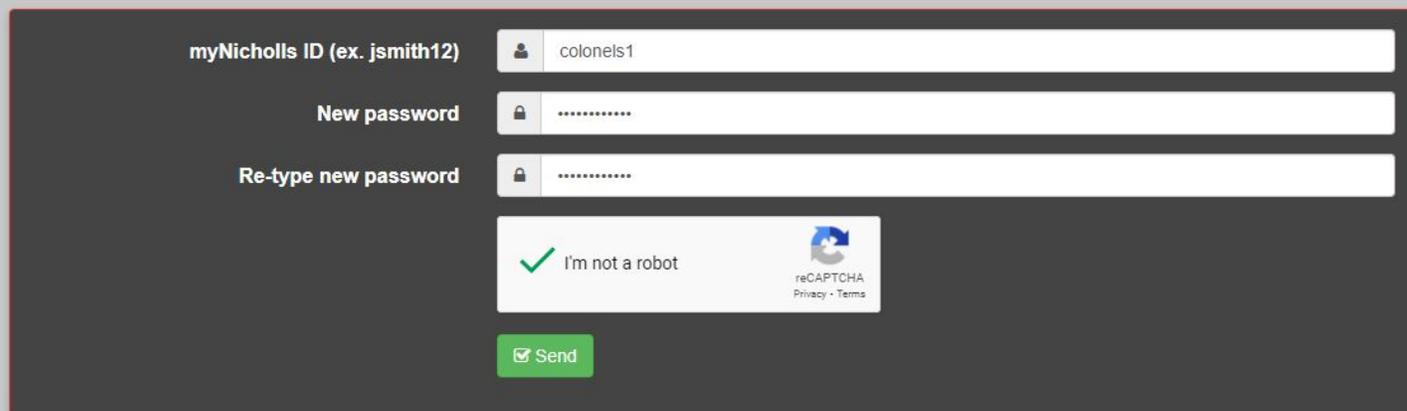
5. A confirmation email will be sent to your [Nicholls email address](#). If you are logging into your Nicholls email for the first time, your username will be your email address and your password will be your Nicholls N Number in the following format (N00123456). The email will come from the email address 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.

Your password must conform to the following constraints:

- Minimum length: 8
- Your new password may not be the same as your myNicholls ID

Password Recommendations:

- Your password should not contain your name, age, or dates
- Your password should not contain anything that is public or potentially guessable
- Your password should not consist of only dictionary words
- Your password should contain at least 3 of the following *types* of characters: lowercase, uppercase, numbers, symbols



The screenshot shows a password reset form with the following fields and elements:

- myNicholls ID (ex. jsmith12)**: Input field containing "colonels1".
- New password**: Input field with masked characters "*****".
- Re-type new password**: Input field with masked characters "*****".
- Verification**: A green checkmark icon and the text "I'm not a robot" next to a reCAPTCHA logo.
- Send Button**: A green button with a white envelope icon and the text "Send".

Strength: **Strong**

This password is typically good enough to safely guard sensitive information.

Length: 12, Entropy: 64 bits, Charset Size: 72 characters

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.

