



Nicholls State University

NICHOLLS STATE UNIVERSITY LOGIN INFORMATION

my.Nicholls.edu: This is the sign-in instructions for your Banner and Moodle accounts

- **If this is your first time logging in to my.Nicholls.edu**, please visit <http://pwd.nicholls.edu> to set-up your password.
 - Enter your myNichollsID as your username. **Students**, your username is your email address before the @ symbol.
 - Enter your **Nicholls email address**.
 - DO NOT click the submit button until the “I’m not a robot” box is showing a green check mark.
 - An email will be sent to your **Nicholls email account**. Click the link in the email to reset your password.
 - Enter your myNichollsID as your username and enter a new password. The password must have a minimum of 8 characters and a combination of 3 of the following: uppercase, lowercase, numbers and/or symbols.
 - Confirm your new password
 - Click on the “I’m not a Robot” box
 - DO NOT click the submit button until the “I’m not a robot” box is showing a green check mark.
 - **Your new password will be your Active Directory password.** This will be the same password as your Colonel Card and WEPA password.

BANNER: Banner is a secure, web-based approach to accessing your personal and academic information from any computer. Banner is also the platform from which you register for your courses.

How to Find Your Schedule in Banner

- After you have logged into Banner, click on *Student*.
- Click on *Registration*.
- Click on *Concise Student Schedule & Course Materials*.
- Choose the correct term under *Select a Term*, and click *Submit*.
- This is your official schedule.
- If you scroll down, you may click on *Go To Bookstore!* This will take you to a page with a list of books that you will need for the course(s) you are registered for.

How to Find Your Transcript in Banner

- After you have logged into Banner, click on *Student*.
- Click on *Student Records*.
- Click on *Academic Transcript*.
- Click *Submit* (don’t change the options under *Transcript Level* and *Transcript Type*).

MOODLE: Online course management system used on campus. This is your online classroom.



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EMAIL: University assigned Gmail account.

- Go to www.nicholls.edu
- Scroll down to the page footer, and click on *Nicholls Email*. It will be the first link in the first column of campus links.

Email address: first initial, last name, and possibly a number followed by @nicholls.edu (ex. *Jsnow21@nicholls.edu*; obtained from Banner)

Password: N number (be sure to use capital 'N')

- **If you have read all of the above instructions and are still unable to login to Moodle**, please email itsupport@nicholls.edu or call (985) 448-4419.



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