



Nicholls State University

## NICHOLLS STATE UNIVERSITY LOGIN INFORMATION

**EMAIL:** Nicholls State University uses Google Mail as your email provider. To access your Nicholls email, simply login to Gmail with the instructions below.

<https://www.nicholls.edu/information-tech/gmail-mobile-setup-instructions>

- Go to Gmail.com
  - Click the Sign-In link at the top right
    - Enter your full @nicholls.edu email address
    - Example: [Jdoe1@nicholls.edu](mailto:Jdoe1@nicholls.edu)
  - Click **Next**
  - Enter your password
  - Click **Next**
  - Verify your identity using 2-Step Verification. Instructions will be provided on the screen.
    - Note: You may click **Don't ask again for this device** if you are using a personal device to prevent the 2-Step Verification notifications from appearing each login.
  - After verification, you will be redirected to your email inbox.
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**my.Nicholls.edu:** This is the sign-in instructions for your Banner and Canvas accounts

- **If this is your first time logging in to [my.Nicholls.edu](http://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*).

**CANVAS:** Online course management system used on campus. This is your online classroom. You will find all of your courses listed here. They typically appear 1-2 weeks prior to the beginning of the semester.

- **If you have read all of the above instructions and are still unable to login to Canvas**, please email [itsupport@nicholls.edu](mailto:itsupport@nicholls.edu) or call (985) 448-4400.



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