

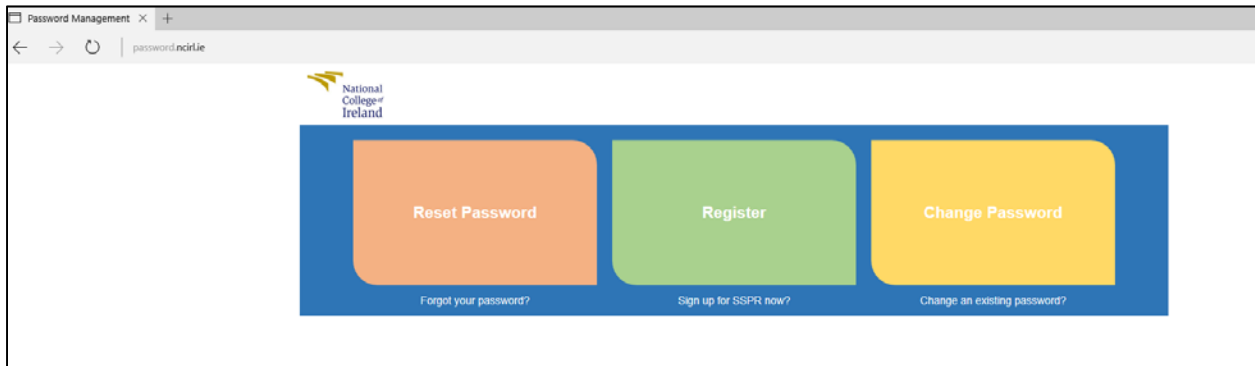
## How to set/reset your NCI Password

Please Note: When completing the registration process and resetting your password, your username will be x followed by your CAO number. For example if your CAO application number is 12345678, your user ID will be **x12345678**

### Step 1

Open a new browser and type the following webpage into the address bar – <http://password.ncirl.ie>

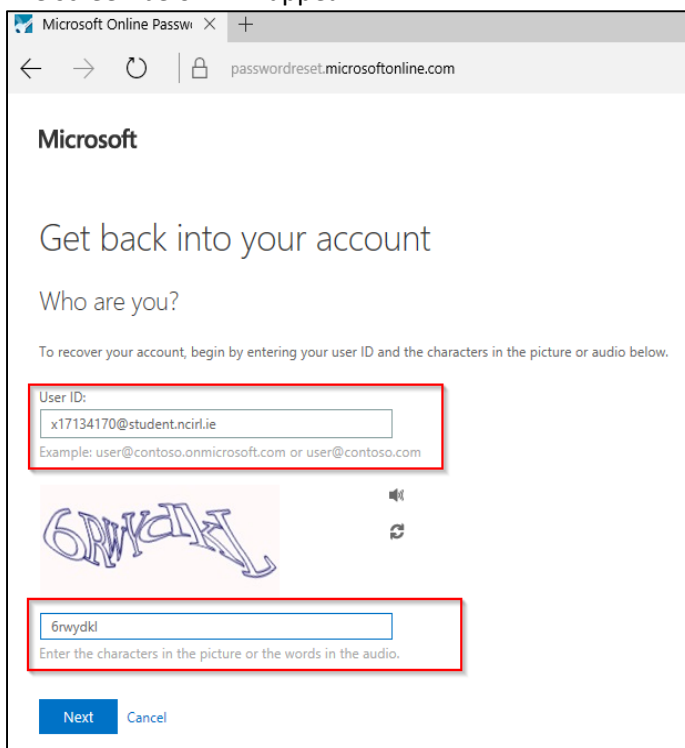
You will be brought to the screen below:



### Step 2

Click on the **Reset Password** button

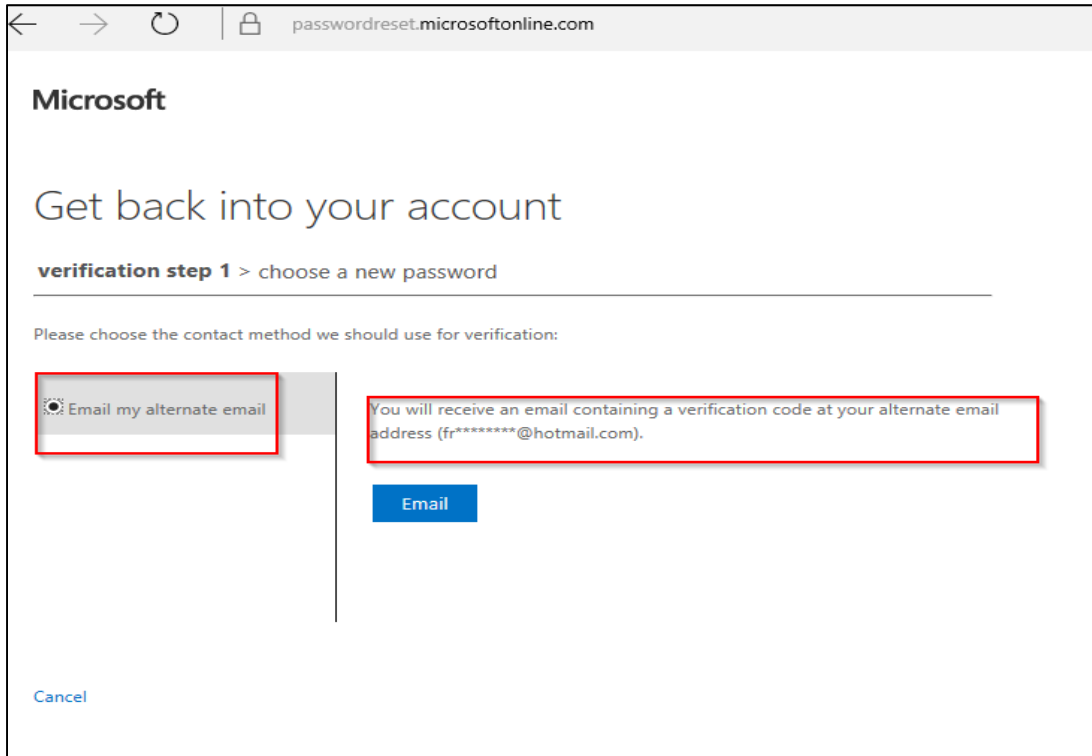
The screen below will appear:



### Step 3

In the user ID field, enter your username followed by @student.ncirl.ie. (for example, [x12345678@student.ncirl.ie](mailto:x12345678@student.ncirl.ie)) and click Next

The screen below will appear:

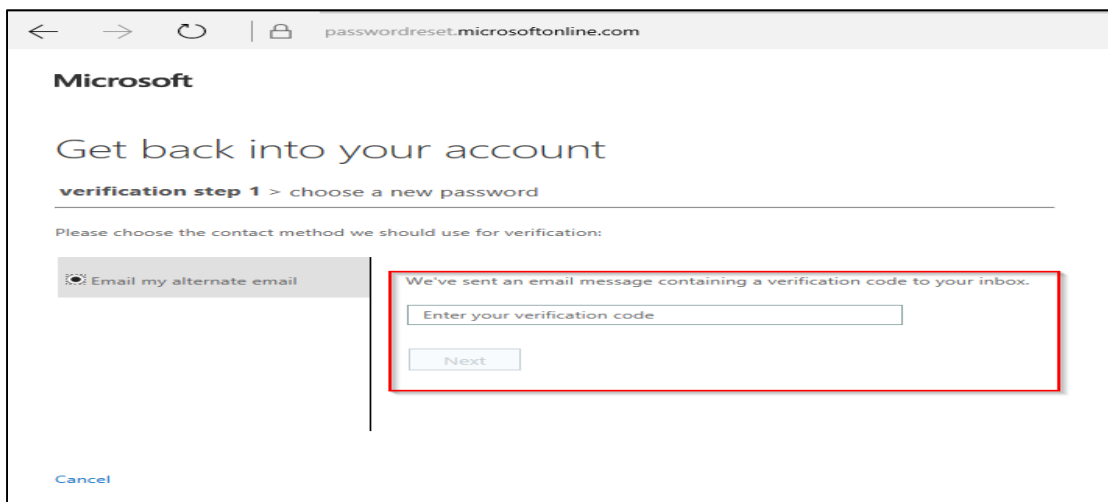


The screenshot shows a web browser window with the address bar displaying "passwordreset.microsoftonline.com". The page header includes the Microsoft logo and the heading "Get back into your account". Below this, it indicates "verification step 1 > choose a new password". The main instruction reads: "Please choose the contact method we should use for verification:". There are two radio button options: "Email my alternate email" (which is selected) and "Text message to my alternate phone number". To the right of the selected option, a text box contains the message: "You will receive an email containing a verification code at your alternate email address (fr\*\*\*\*\*@hotmail.com)". Below this text box is a blue "Email" button. At the bottom left of the page is a "Cancel" link.

### Step 4

Please select the option 'Email my alternative email' and click the 'Email' button from the screen above. A password verification code will be sent to your personal email account. **Please note that this is the email account you used when applying to NCI directly or via the CAO.**

A verification code will now be sent your personal email, and the screen below will appear in your browser:

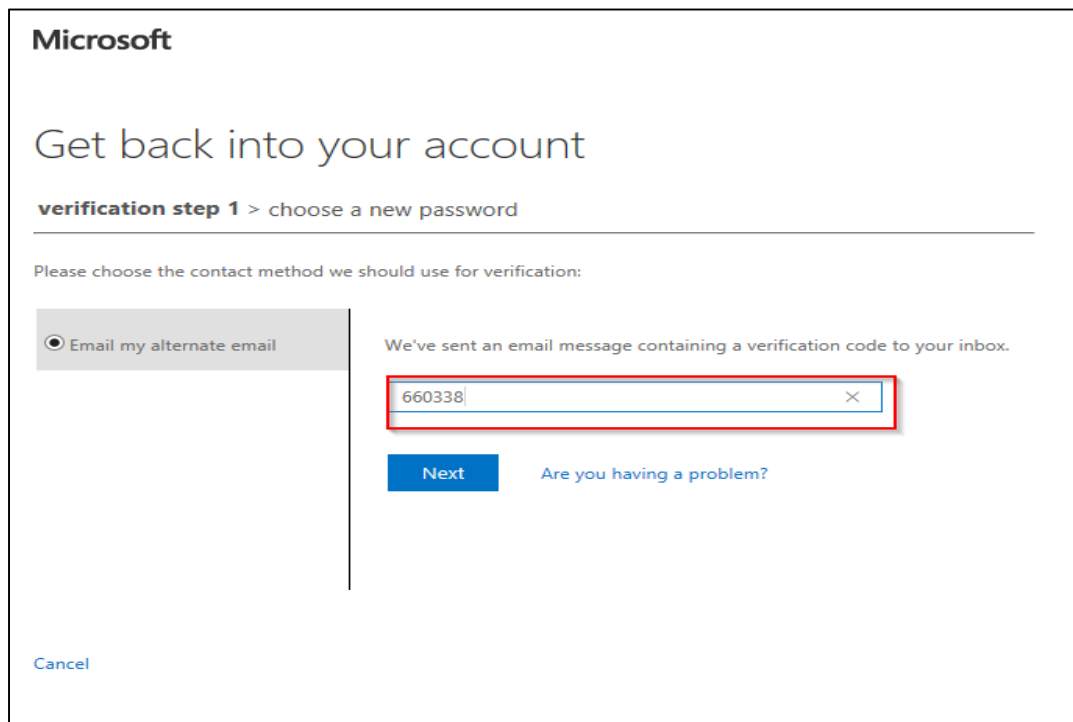


The screenshot shows the same web browser window as in Step 3. The "Email my alternate email" option is still selected. The text box on the right now displays: "We've sent an email message containing a verification code to your inbox." Below this message is a text input field labeled "Enter your verification code" and a "Next" button. The "Cancel" link remains at the bottom left.

## **Step 5**

Please open another tab and login to your personal email. Do not leave or close down the password set up screen above.

In your personal email account, you should see an email from *Microsoft on behalf of National College of Ireland*. Please open the email and copy the code you were provided in your email:



The screenshot shows the Microsoft account verification interface. At the top left is the Microsoft logo. Below it is the heading "Get back into your account" and a sub-heading "verification step 1 > choose a new password". A horizontal line separates this from the main content. The text "Please choose the contact method we should use for verification:" is followed by a radio button labeled "Email my alternate email". To the right, a message states "We've sent an email message containing a verification code to your inbox." Below this is a text input field containing the code "660338", which is highlighted with a red border. A "Next" button is positioned below the input field, along with a link "Are you having a problem?". A "Cancel" link is located at the bottom left of the screen.

## **Step 6**

Return to the browser showing the password set up screen. In the verification box, please enter the verification code copied from the email you received. This will prove your identity.

Click Next and you will be brought to the screen below:

Microsoft

## Get back into your account

verification step 1 ✓ > **choose a new password**

\* Enter new password:  
.....

\* Confirm new password:  
.....

Finish Cancel

### Step 7

Please enter and confirm a new password. You are required to select a password at least 8 characters in length and which contains letters, numbers and another character. It is advised that you use a phrase you will easily remember.

### Step 8

Your new password should now be setup!

Microsoft

## Get back into your account

✓ Your password has been reset

Once you have logged in, you can access a variety of services.

To pay your fees or confirm your place, please go to [www.ncirl.ie/newstudents](http://www.ncirl.ie/newstudents).

To pay your fees, your username must take the form of **x followed your CAO number**. For example, if your CAO number is 12345678, your myApps username will be [x12345678](#).

To access the NCI myApps portal, please visit the NCI myApps portal at <https://portal.office.com/myapps>

Your myApps portal username will take the form of **x followed your CAO number followed by @student.ncirl.ie**. For example, if your CAO number is 12345678, your myApps username will be [x12345678@student.ncirl.ie](https://portal.office.com/myapps).