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) and click Next

The screen below will appear:

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:
**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:

![Microsoft email screen](image)

**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:
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!

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. 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.