# How to set/reset your NCI Password

Please Note: Your user ID takes the format of x followed by your student number For example if your student ID is 12345678, your user ID will be **x12345678**. You will receive your student number by email.

### Step 1

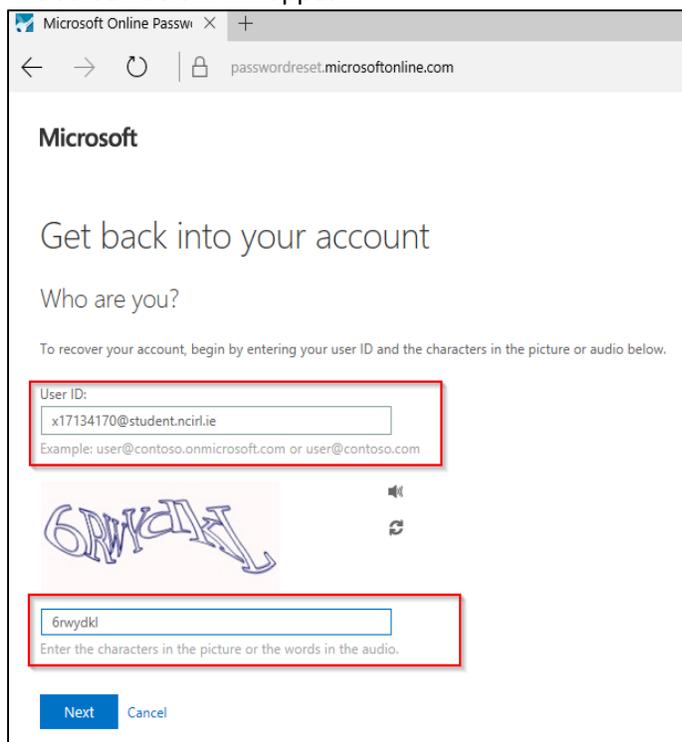Open a new browser and type the following webpage into the address bar – http://password.ncirl.ie

You will be brought to the screen below:
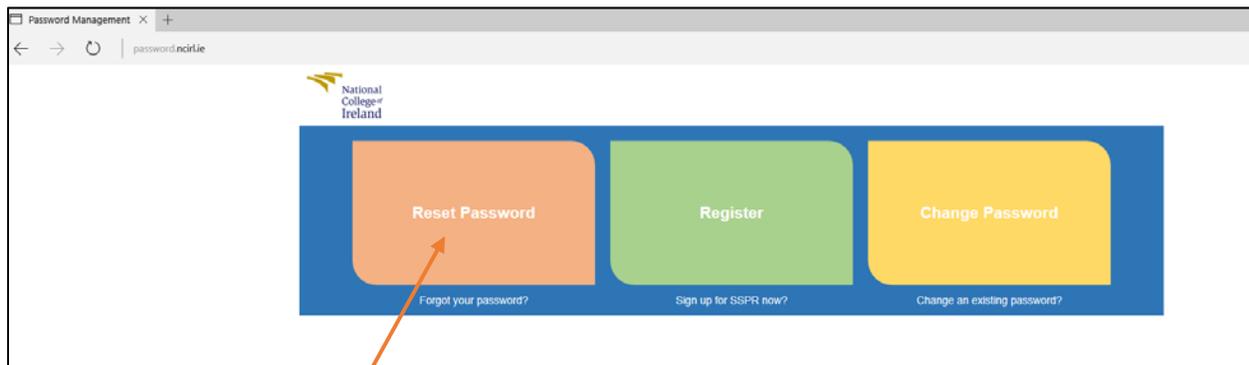


### Step 2

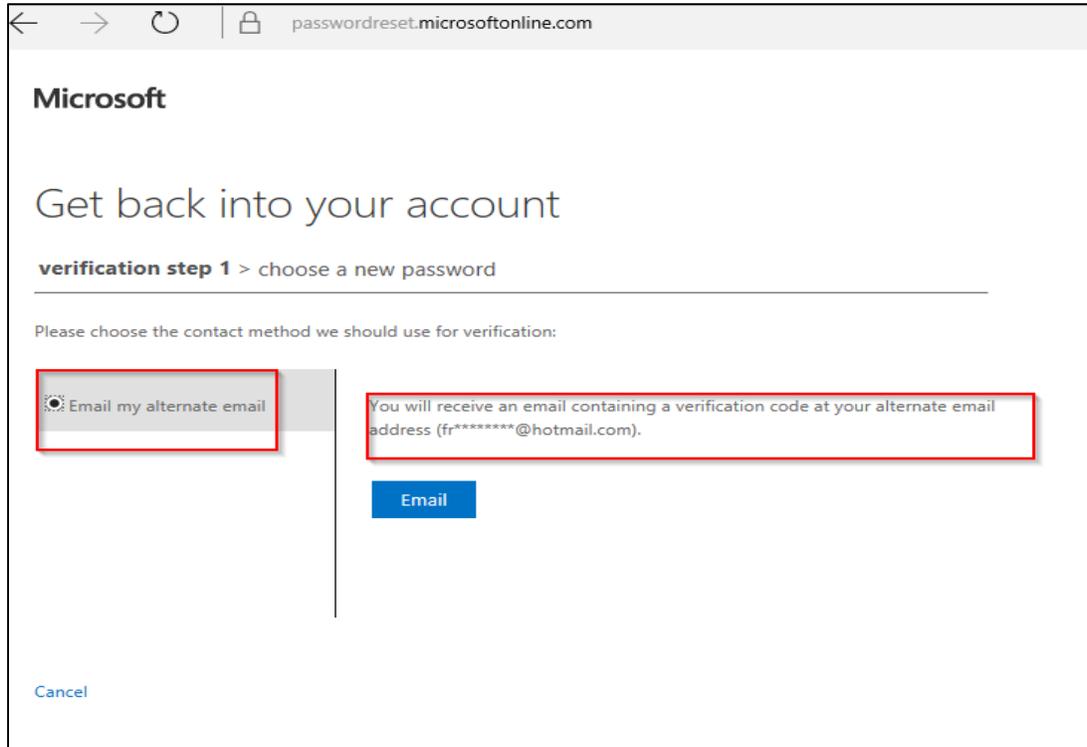Click on the **Reset Password** button

The screen below will appear:

**Step 3**

In the user ID field, enter your user ID 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:
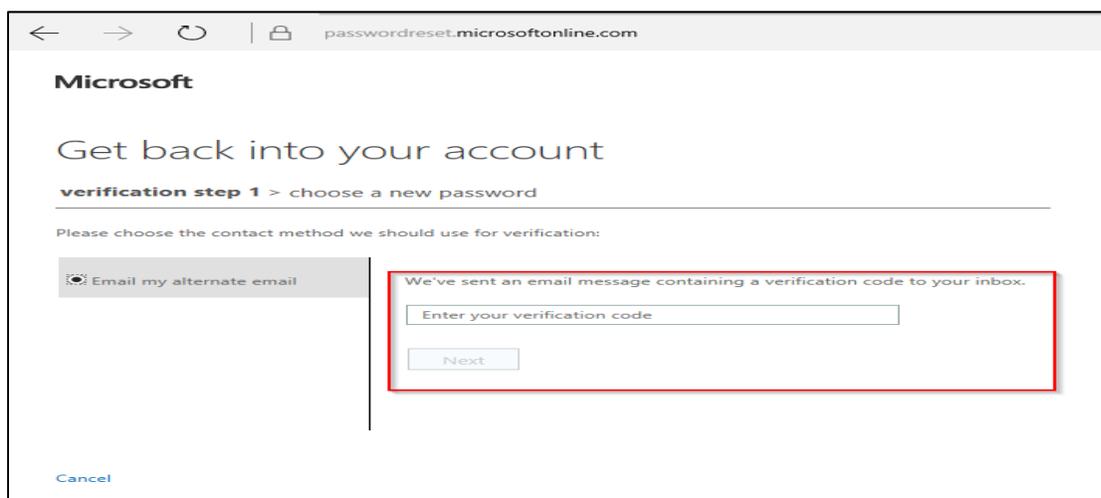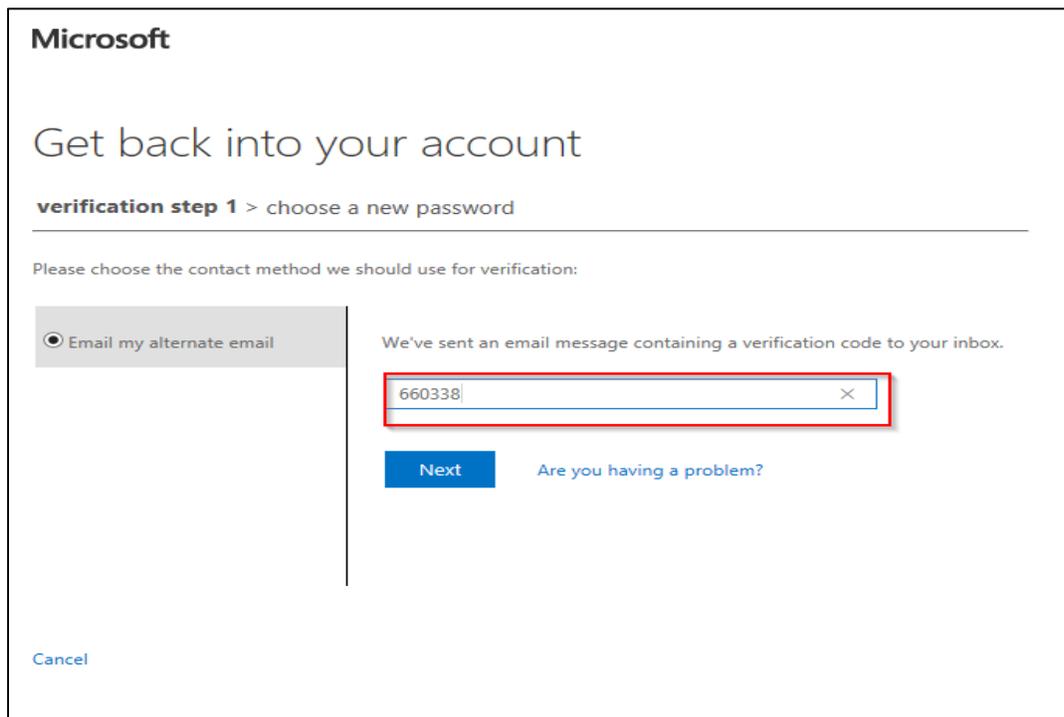
## Step 5

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:



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