

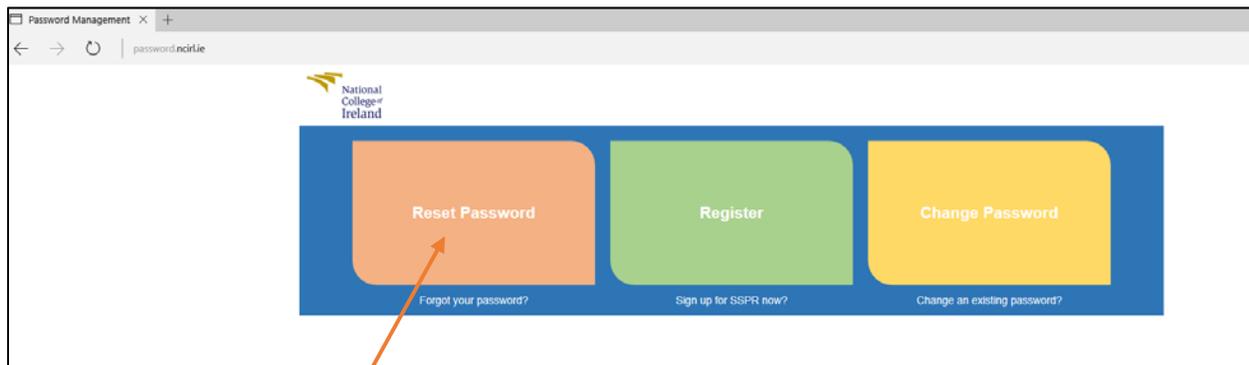
How to set/reset your NCI Password

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>

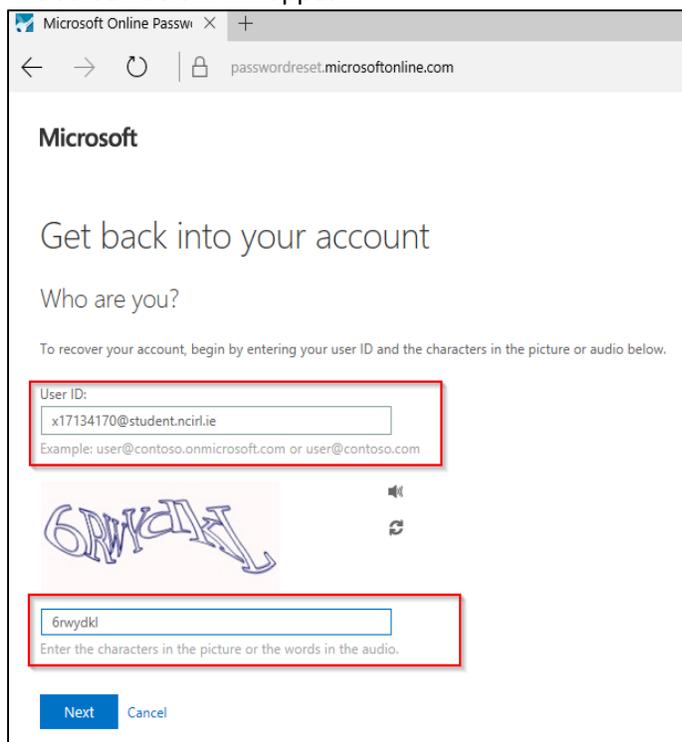
You will be brought to the screen below:



Step 2

Click on the **Reset Password** button

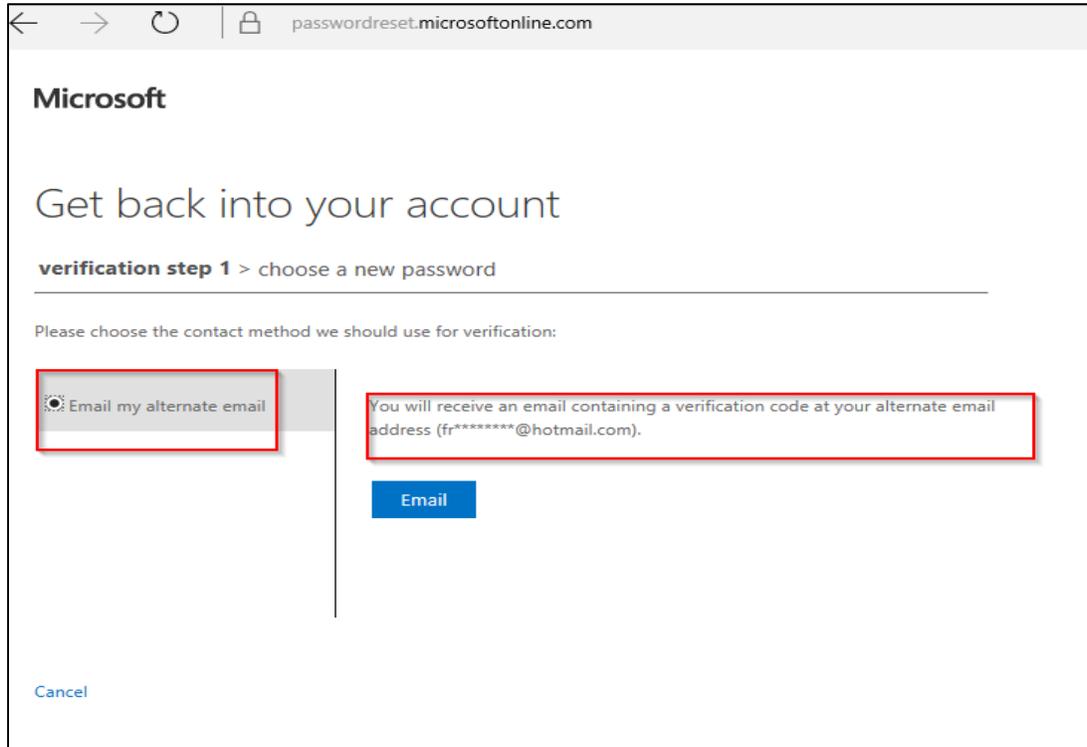
The screen below will appear:



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:

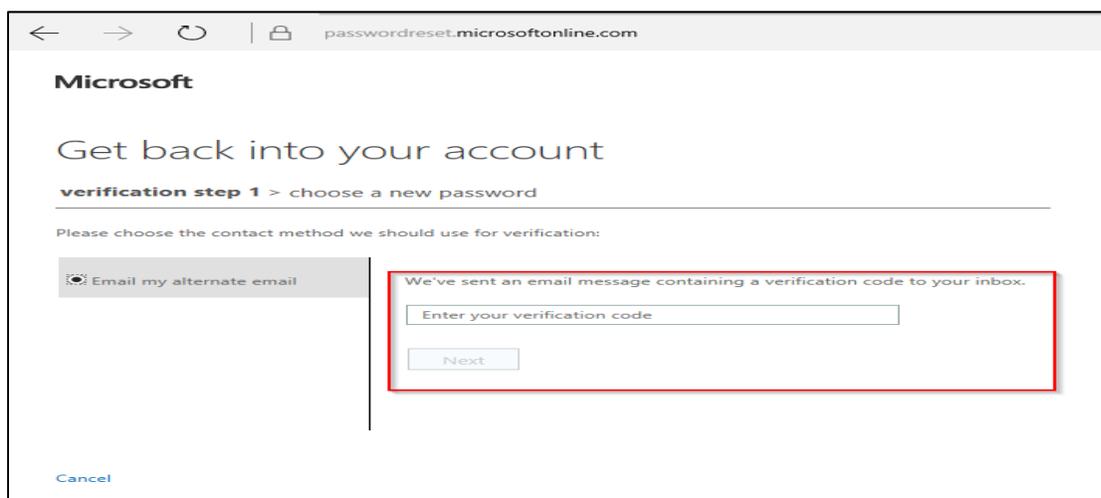


The screenshot shows a web browser window with the address bar displaying "passwordreset.microsoftonline.com". The page header includes the Microsoft logo and the title "Get back into your account". Below the title, it says "verification step 1 > choose a new password". The main instruction is "Please choose the contact method we should use for verification:". There are two radio button options: "Email my alternate email" (which is selected) and "Text me". To the right of the selected option, there is a text box containing 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, there 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:

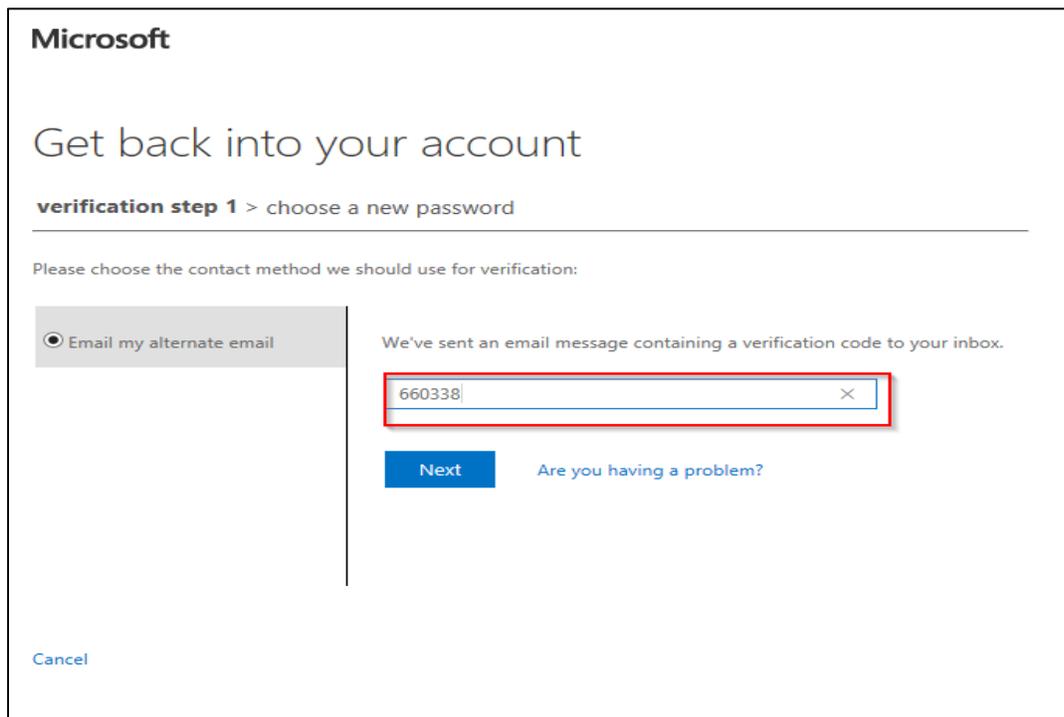


The screenshot shows the same web browser window as in Step 3. The "Email my alternate email" option is still selected. The text box on the right now contains the message: "We've sent an email message containing a verification code to your inbox." Below this message is a text input field with the placeholder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

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. Below the input field is a blue "Next" button and a link "Are you having a problem?". At the bottom left, there is a "Cancel" link.

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:

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