

How To Reset Your NCI Password

Please Note: When resetting your password, your username will be x followed by your student no. For example if your student no. 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>

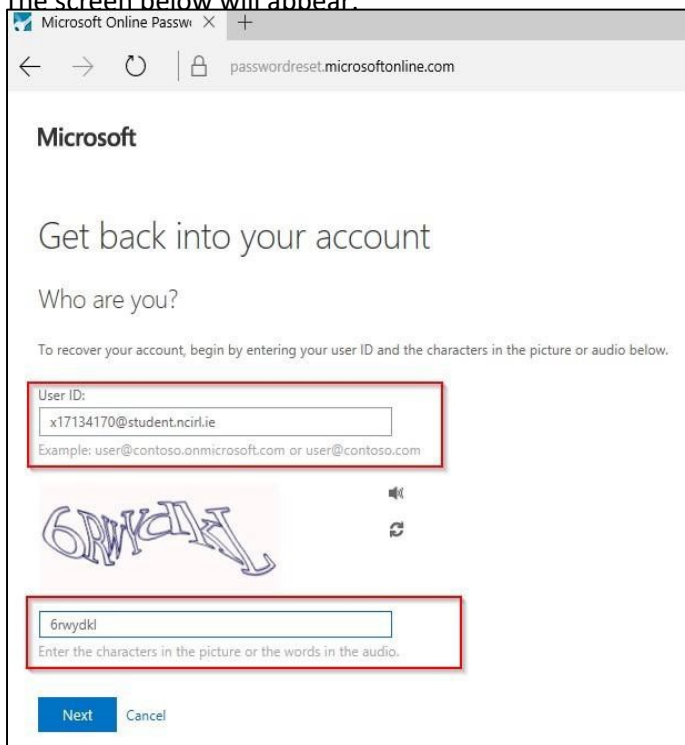
You will be brought to the screen below:



Step 2

Click on the **Reset Password** button

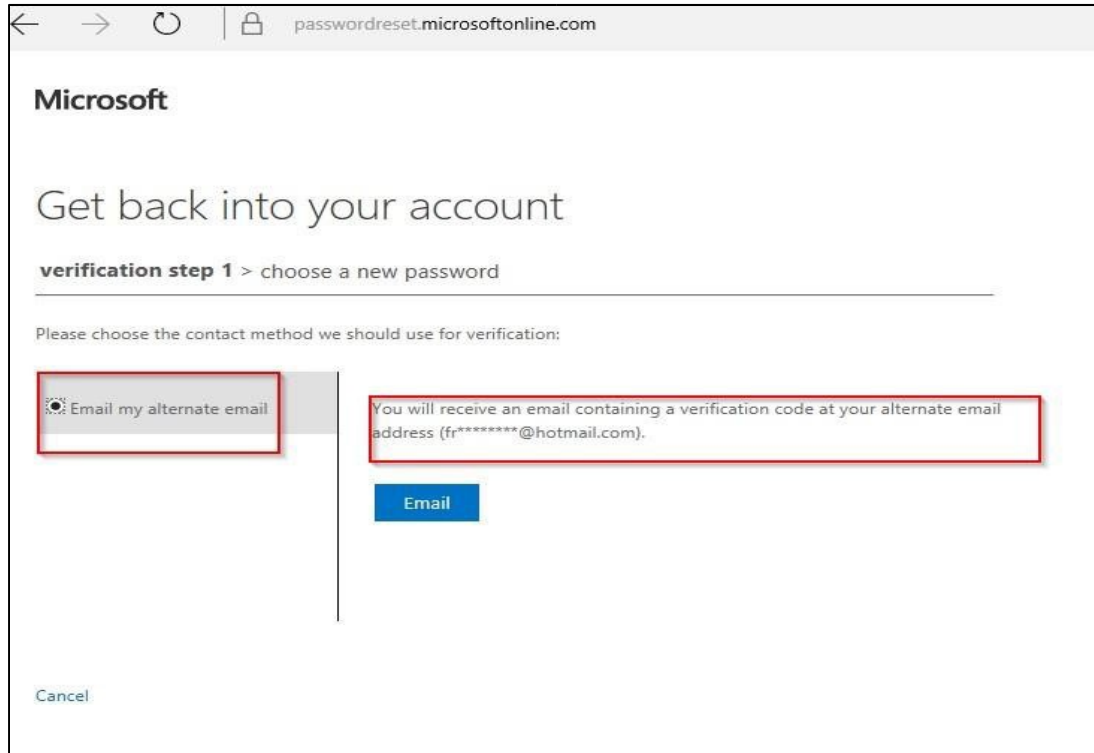
The screen below will appear:



Step 3

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

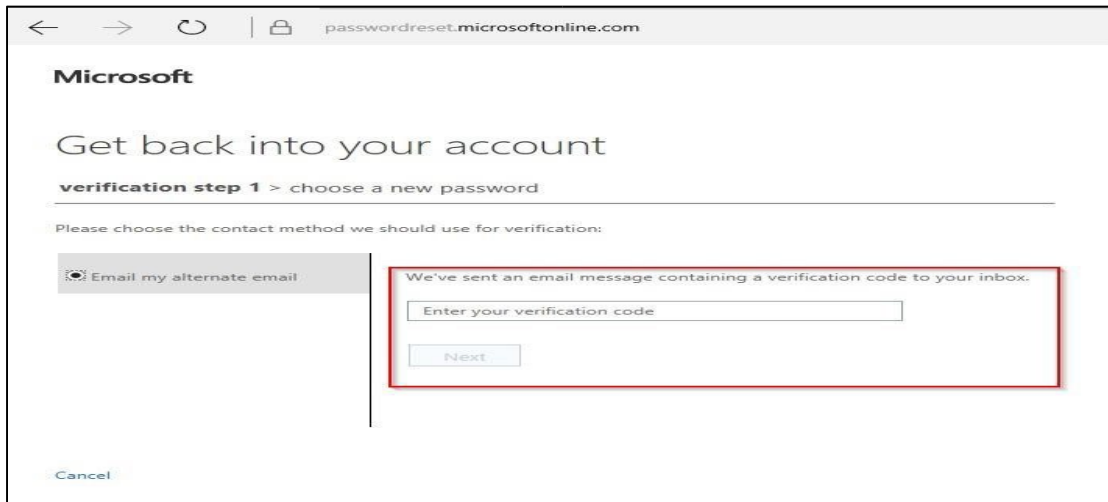
The screen below will appear:



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 via Springboard.**

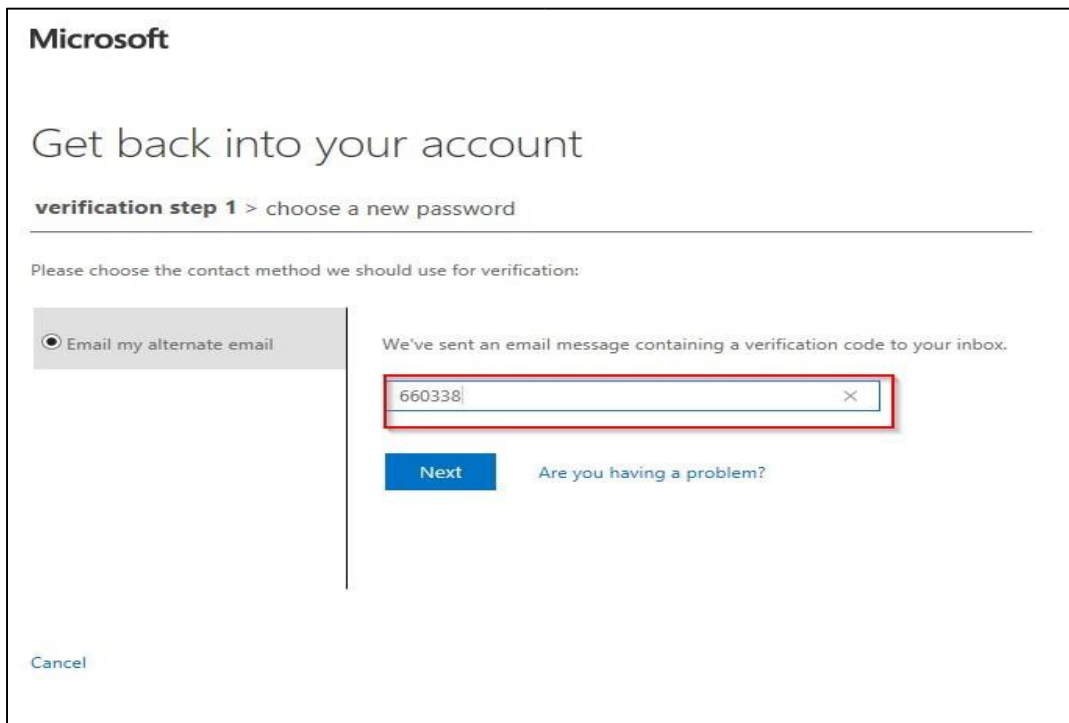
A verification code will now be sent your personal email, and the screen below will appear in your browser:



Step 5

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

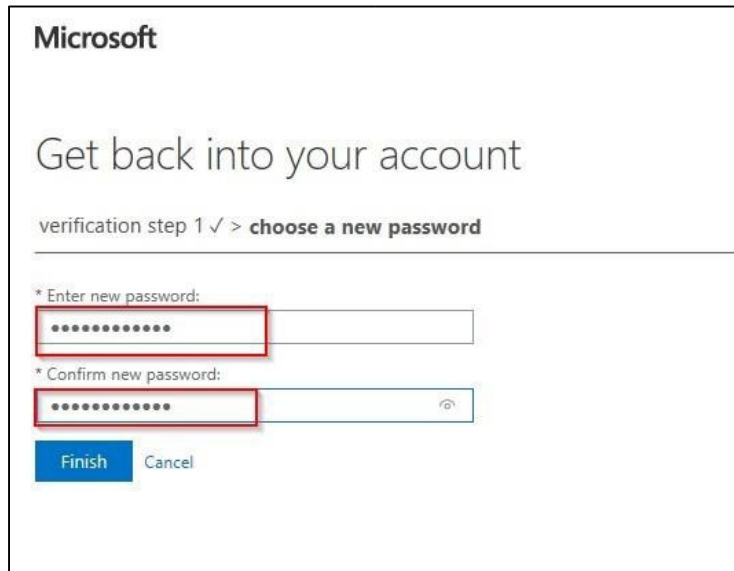
In your personal email account, you should see an email from *Microsoft on behalf of National College of Ireland*. Please open the email and copy the code you were provided in your email:



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:



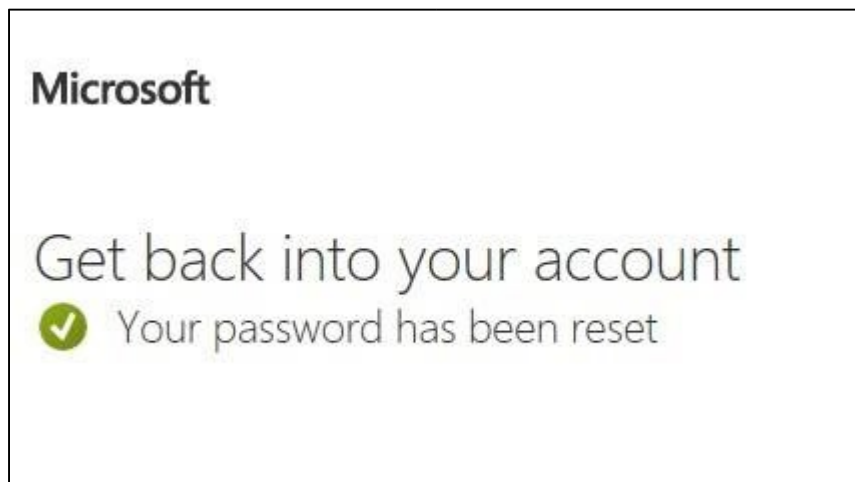
The screenshot shows the Microsoft account recovery interface. At the top left is the Microsoft logo. Below it is the heading 'Get back into your account'. Underneath, it says 'verification step 1 ✓ > choose a new password'. There are two password input fields: the first is labeled '* Enter new password:' and the second is labeled '* Confirm new password:'. Both fields contain masked characters (dots) and are highlighted with red boxes. Below the fields are two buttons: a blue 'Finish' button and a grey 'Cancel' button.

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!



The screenshot shows the Microsoft account recovery interface after successful password reset. At the top left is the Microsoft logo. Below it is the heading 'Get back into your account'. Underneath, there is a green checkmark icon followed by the text 'Your password has been reset'.

Once you have logged in, you can now proceed to [Step 3](#) and follow the steps to take your own Student Identification Photo. You must download the app first before you can take your student card photo.