

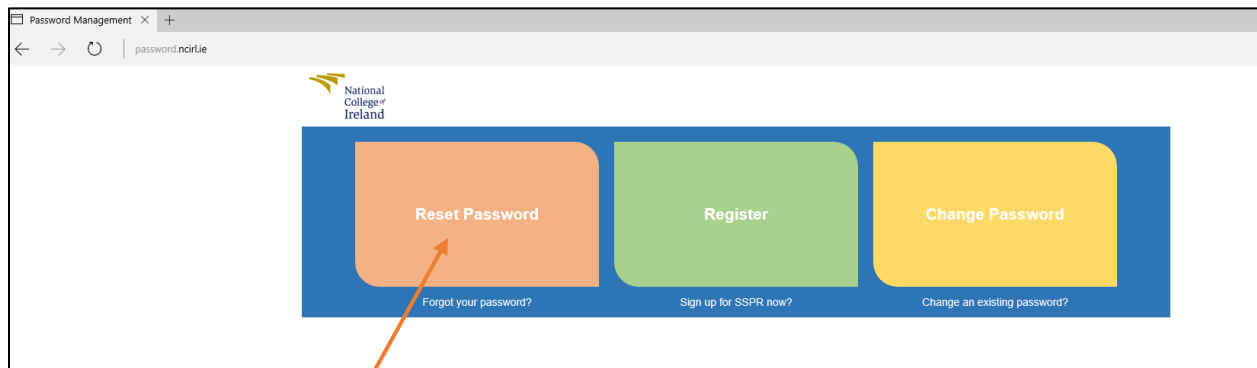
How to set/reset your NCI Password

Please Note: Your user ID takes the format of x followed by your student number For example if your ID number is 12345678, your user ID will be **x12345678**. Your ID number will be included in your offer email/letter sent by the College.

Step 1

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

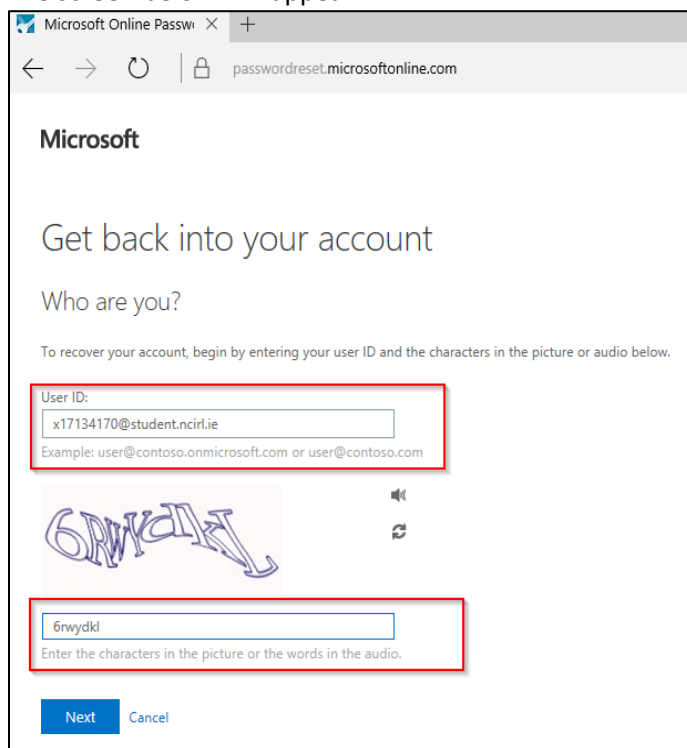
You will be brought to the screen below:



Step 2

Click on the **Reset Password** button

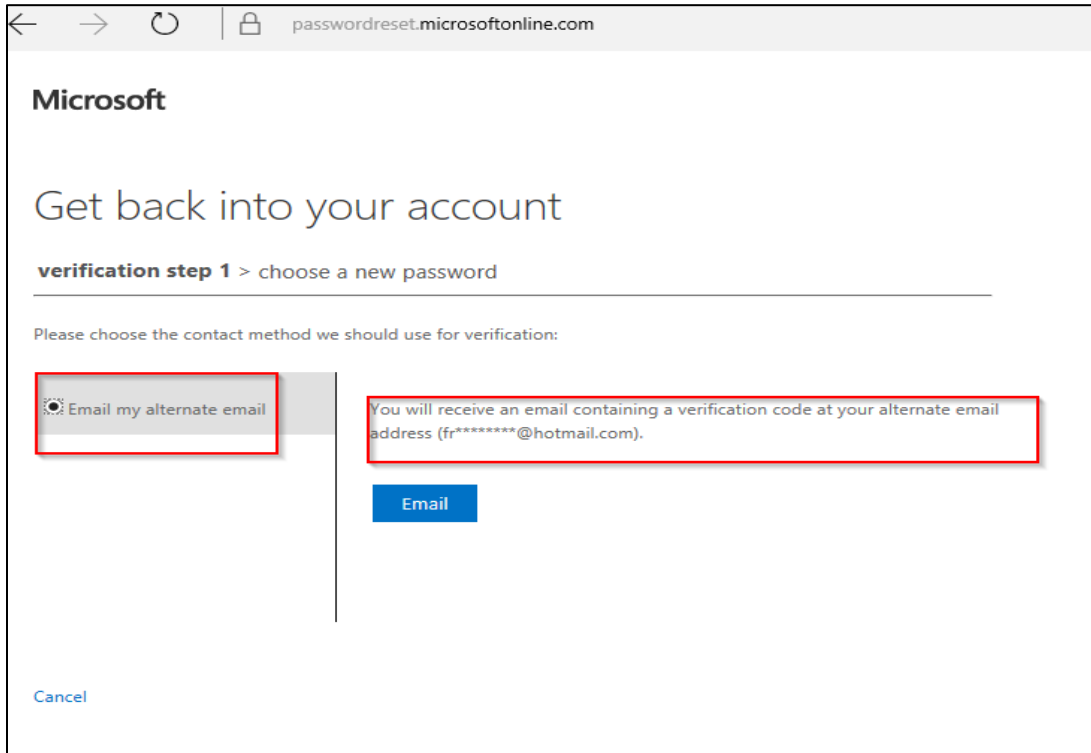
The screen below will appear:



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:

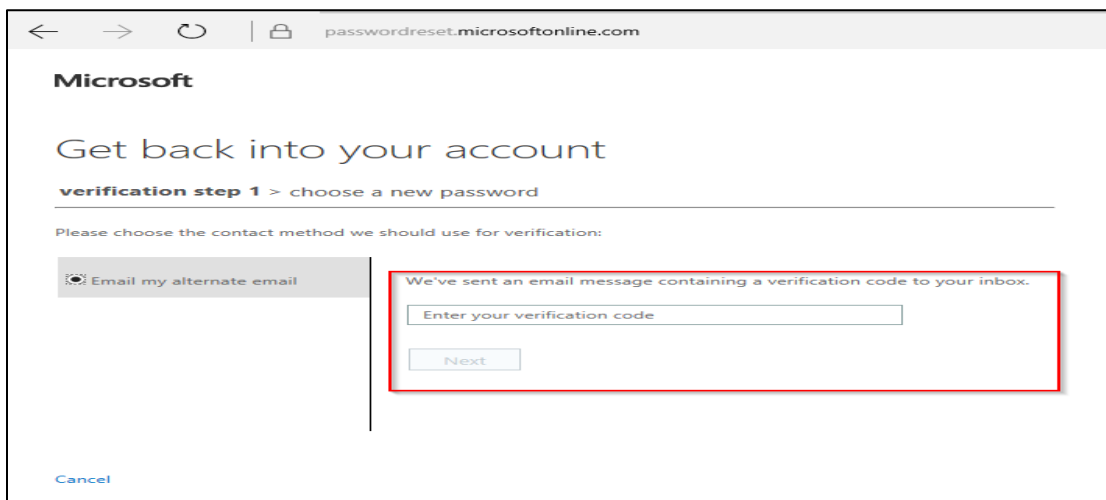


The screenshot shows a web browser window with the URL `passwordreset.microsoftonline.com`. The page title is "Microsoft" and the main heading is "Get back into your account". Below the heading, it says "verification step 1 > choose a new password". The instruction reads: "Please choose the contact method we should use for verification:". There are two options: "Email my alternate email" (which is selected and highlighted with a red box) and "Email my personal email". To the right of the selected option, a text box explains: "You will receive an email containing a verification code at your alternate email address (fr*****@hotmail.com)". Below this text is a blue "Email" button. At the bottom left, 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. **If you use multiple email accounts you need to check the one specified on your application.**

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

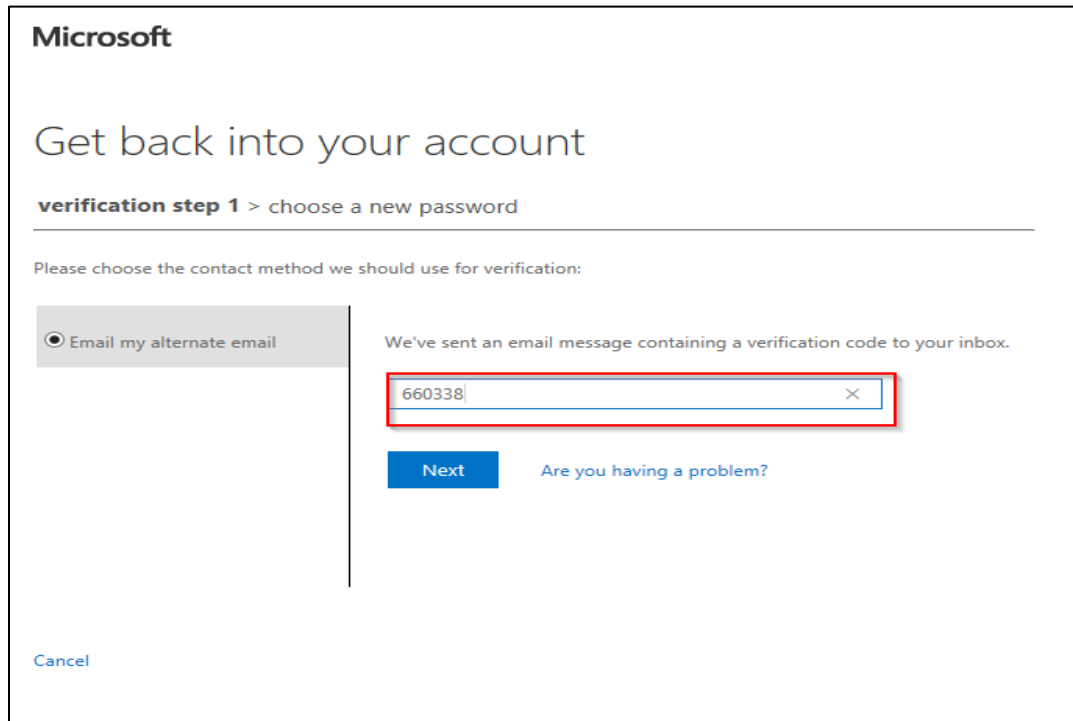


The screenshot shows the same web browser window as in Step 3. The "Email my alternate email" option is now selected and highlighted with a grey background. The text box on the right now says: "We've sent an email message containing a verification code to your inbox." Below this text is a text input field labeled "Enter your verification code" and a "Next" button. At the bottom left, 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:

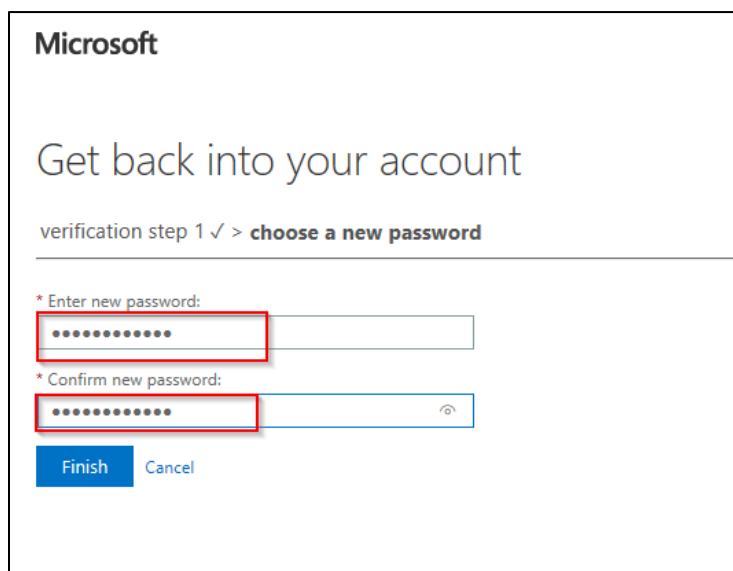


The screenshot shows the Microsoft account recovery interface. At the top, it says "Microsoft" and "Get back into your account". Below that, it indicates "verification step 1 > choose a new password". The main instruction is "Please choose the contact method we should use for verification:". There are two options: "Email my alternate email" (which is selected) and "Text me". To the right, it says "We've sent an email message containing a verification code to your inbox." Below this, there is a text input field containing the code "660338". A blue "Next" button is visible, along with a link "Are you having a problem?". A "Cancel" link is at the bottom left.

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:



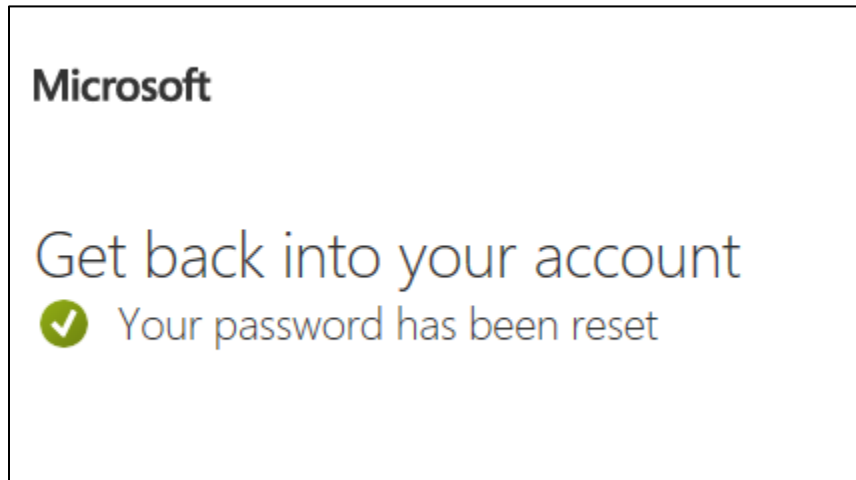
The screenshot shows the Microsoft account recovery interface for creating a new password. It says "Microsoft" and "Get back into your account". Below that, it indicates "verification step 1 ✓ > choose a new password". The main instruction is "* Enter new password:". There are two password input fields, both containing masked characters (dots). The first field is labeled "* Enter new password:" and the second is labeled "* Confirm new password:". A blue "Finish" button is visible, along with a "Cancel" link. There is also a small icon in the bottom right corner of the second password field.

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>