College Account Setup Guide (My Northshore)

Use the following steps to setup your NSCC account.

> ## Important
> **If you already have your NSCC student number (starting with N00) and NSCC email address, you can begin from Step 5.**

1. Navigate to the **MyNorthshore login page** and select the '**First Time Users Click Here**' link.

2. Please enter your identifying information After filling in this information, proceed by clicking **'Next'**.

3. If the college does not have your Social Security # on file you will be prompted to enter your zip code and the last 4 digits of your phone number.

4. Upon completion of the verification process you will be provided with your NSCC username/email and a temporary password. The temporary password is your NSCC student number (starting with N00).

   Important Note: You need this information to complete the setup your account process so we strongly encourage writing this information down or taking a screenshot.

5. Visit https://my.northshore.edu and enter your NSSC username.

6. Enter your temporary password (your NSCC student number)

7. After logging in, you'll be prompted to set up Multi-Factor Authentication (MFA). Follow the on-screen instructions, selecting **'Next'** to proceed.

8. On the next page click the "**I want to setup a different method**" option.

9. Choose Phone as the preferred method and press '**Confirm'.**

10. Enter your cellphone number, check the **"Receive a code"** option and press **'Next'**

11. Enter the code you received in the text and click **'Next'.**

12. After verifying your phone, click '**Next**' and then '**Done**'. You will then be prompted to create a new password. Enter your temporary password again and set your new password.

13. The final step involves reading and accepting the user agreement. Make sure to expand the agreement text and read it through before accepting.

14. Once you **accept the user agreement**, your account setup is complete. You can now access NSCC services with your new credentials.