

## **I: How to Setup your New England Tech Email Address**

1. Login to the student website homepage at **<https://students.neit.edu>**.
2. Enter your username. Your username is your 9-digit student ID, which can be found in the upper left-hand corner of this email.
3. Enter your temporary password. Your temporary password is your 6-digit birthdate. For example, if you were born on May 12, 1995, your temporary password is 051295.
4. Establish a new password. At the “***Set Password***” prompt, click “***Continue***” and enter a new password that is at least 14 characters in length. Your password must contain each of the following: capital letter; lowercase letter; number; symbol. You can't use any part of your student ID, first or last name in your password.
5. Click “***Click here to try to continue logging in.***”
6. You'll be prompted to answer five security questions. Answering these questions will allow you to change or reset your password in the future.
7. Navigate to the student website homepage at **<https://students.neit.edu>**.
8. Click the “***Email***” icon in the screen's right column.
9. Login using your username and personal password.
10. After your first successful login, you are now officially connected!

## **II: Add your Emergency Contact Information**

1. From the home page, click the “***Web for Students***” icon on the screen's right column.
2. Click “***Enter Secure Area.***”
3. Click on the “***Personal Information***” tab.
4. Select “***Complete/Update Emergency Contact(s).***”
5. Click “***New Contact***” to add EACH emergency contact.
6. Enter emergency contact(s) information, one entry at a time.
7. Click “***Submit.***”

## **III: Complete your Consent to Disclose Information Form**

1. Select “***Complete/Update Consent to Disclose Information Form***” from the Personal Information menu.
2. Read about the Consent to Disclose Information to Parents(s) and Guardian(s), then click “***Click to Update Release of Information Form.***”
3. Enter your parent/guardian contact information.
4. Click “***Add Name***” after you've completed each entry.
5. After adding each parent/guardian you wish, review for accuracy.
6. Click “***Submit Changes.***”

4.2019