I'VE REGISTERED FOR CLASSES – NOW WHAT?

There are two different web portals that a student will need to be familiar with when navigating through the UNK system.

1) **MyBLUE**  https://myblue.unk.edu

- **Username:** NUID number
- **Password:** the NUID and password were created during the admissions process (unless changed by student)

MyBLUE allows you to:
- manage your enrollment (register, drop and/or add classes)
- check on your financial aid
- view your account and pay tuition and fees
- access personal information such as addresses and phone numbers
- monitor your degree plan and advisor information

2) **EASI**  https://easi.unk.edu

- **Username:** is everything before the @ sign (Example: doe@lopers.unk.edu; doej is the username)
- **Password:** go to How to Set Up EASI Password section for help.

With just a single username and password, EASI allows you access into:
- Canvas
- LoperMail
- Qualtrics Survey Software
- eduroam Wireless
- CTR Library Databases

**How to find your LoperMail address:**  *UNK Students MUST use LoperMail for all email correspondence*

*Once you are registered for classes at UNK, you are assigned a LoperMail (email) account. This can take anywhere from 24 to 72 hours depending on when you registered.*

1. Log in to your MyBLUE account with your NUID and password.
   https://myblue.unk.edu/ (You received your NUID and password when you completed your online application; or use the Login Help)

2. In the left column under “Profile” there will be a link for “email addresses”
   - Click on this link and your UNK Campus email address will be listed.

**How to set up your EASI password:**

Your EASI password gives you access to:
- LoperMail
- Canvas
- Qualtrics Survey Software
- eduroam Wireless
- CTR Library Databases

1. Once you have found your address, go to https://easi.unk.edu/

2. On this page, click on the “Don't Know Your Password” link to set a password (nothing is pre-assigned).
3. Click on the “Student Password Reset” link and go through the process of setting up a password (even though you are not re-setting – just beginning new).

4. Type in:
   - Your full email address
   - The Captcha Verification
   - Click Continue

5. Put in your NUID and MyBLUE password and create your EASI password

   Password criteria are:
   - Must be at least 10 characters
   - Must have at least 3 of the following 4 categories
     o Uppercase
     o Lowercase
     o Numbers
     o Symbol

6. Click the “Reset Password” button.

At the UNK homepage (https://www.unk.edu), you can find links to Email, EASI, Canvas, and MyBLUE at the bottom of the page under “Resources.”