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](https://myblue.unk.edu)

   **Username:** NU ID 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](https://easi.unk.edu)

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

   EASI allows you access into:
   - Blackboard
   - LoperMail
   - Qualtrics Survey Software
   - UNK Wireless
   - CTR Library Databases
   with just a single username and password

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**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 into your **MyBLUE** account with your *NUID* and *password*.  
   [https://myblue.unk.edu](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
   - Blackboard
   - UNKSecure wireless
   - CTR Library Databases

1. Once you have found your address, then go to [https://easi.unk.edu/](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 thru the process of setting up a password. (even though you are not re-setting – just beginning new)

![Password Reset Link](image)

4. Type in
   - Your **full email address**
   - the **Captcha Verification**
   - click **Continue**

![Captcha Verification](image)

5. Put in your NUID and MyBLUE password and **create your EASI password**
   Password criteria is:
   - Must be at least 10 characters
   - Must have at least 3 of the following 4 categories
     - Uppercase
     - Lowercase
     - Numbers
     - Symbol

![Password Criteria](image)

6. Click the ‘Reset Password’ button.

At the UNK homepage ([https://www.unk.edu](https://www.unk.edu)), you can find links to Lopermail, Blackboard and MyBLUE by expanding the “Students” tab under “Quick Links.”

![Quick Links](image)