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.

<table>
<thead>
<tr>
<th>1) MyBLUE</th>
<th>2) EASI</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong><a href="https://myblue.unk.edu">https://myblue.unk.edu</a></strong></td>
<td><strong><a href="https://easi.unk.edu">https://easi.unk.edu</a></strong></td>
</tr>
<tr>
<td><strong>Username:</strong> NUID number</td>
<td><strong>Username:</strong> is everything before the @ sign</td>
</tr>
<tr>
<td><strong>Password:</strong> the NUID and password were created during the admissions process (unless changed by student)</td>
<td><strong>Password:</strong> go to How to Set Up EASI Password section for help.</td>
</tr>
</tbody>
</table>

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

EASI allows you access into:
- Canvas
- LoperMail
- Qualtrics Survey Software
- eduroam Wireless
- CTR Library Databases

with just a single username and password

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
     - Uppercase
     - Lowercase
     - Numbers
     - Symbol

6. Click the “Reset Password” button.

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