Instructions to Find
Your 'LoperMail' Address
&
Setup or Change Your EASI Password

Once you are registered for classes at UNK, you are assigned a 'LoperMail' (email) account. The following information is how to:

• find your 'LoperMail' address
• how to set up your 'EASI' password
• how to access your account

Instructions to find your email address
1. Login to MyBlue account with your NUID and password
   • You received your NUID and password when you completed your online application.

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.
     Please note: An email address will NOT be assigned to you until you have registered for classes. (This will take an overnight to process).

Instructions to create your EASI password
NOTE: Your EASI password gives you access to LoperMail, Canvas, UNKSecure wireless, CTR Library Databases

1. Once you have found your LoperMail address go to the EASI.

2. Click Don't Know Your Password.

3. Click on the Student Password Reset link and go thru the process of setting up a password or changing it. (even though you are not re-setting -- just beginning new)
4. Type in
   • your full LoperMail address
   • the Captcha Verification
   • click Continue

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

6. Click the 'Reset Password' button.

Access your email, Canvas, MYBlue and much more by going to the bottom of the UNK homepage > Resources.

If you have any questions concerning your username/password etc, please contact our helpdesk at: http://helpdesk.unk.edu