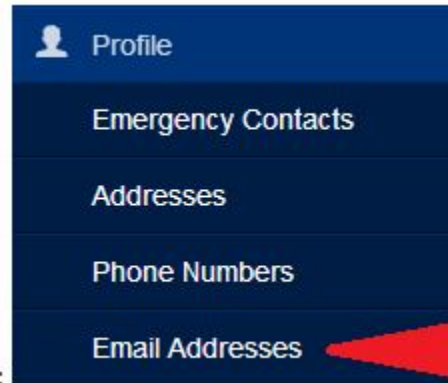


Instructions for new students to find your Loper Email and setup your EASI password.

Steps to find your UNK email address:

1. log into your **MyBlue** account with your *NUID* and *password*. <https://myblue.nebraska.edu/>
(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.



How to set your EASI password

1. Go to <https://trueyou.nebraska.edu/SelfService/>
2. Click on **Change Password**

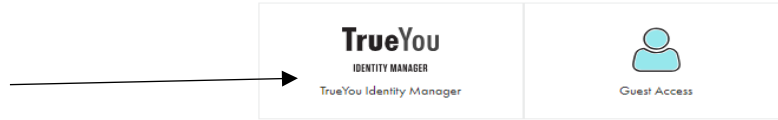
A screenshot of the TrueYou Identity Manager website. At the top right, there are links for 'FAQS' and 'CAMPUS HELPDESK'. The main header includes the 'TrueYou' logo and 'IDENTITY MANAGER' text, with a 'LOGIN' button on the right. Below the header, there is a large banner with text explaining TrueYou as an Identity Management system and listing services it is used for: Student Information Systems and SAP & Firefly. The page is divided into three main sections: 'Claim Your Identity', 'Manage Your Accounts', and 'Re-Activate Account'. The 'Manage Your Accounts' section contains links for 'Change Password', 'Lookup NUID or Username', and 'Forgot Password'. A red arrow points from the 'Change Password' link in this section to the 'Change Password' link in the MyBlue menu shown in the previous image.

3. Click on TrueYou Identity Manager

University of Nebraska & Nebraska State College
Single Sign On

Sign On Using Your TrueYou Identity

(Firefly, SAP, MyBlue, MyRecords, MyRED, MyNCTA, MaxLINK, MyCSC, MyPSC, WildcatsOnline, Campus Solutions, etc.)



Sign On Using Your Campus Identity

(Blackboard, Canvas, Sakai, Campus Email, etc.)



4. Login using your NUID and MyBlue Password

University of Nebraska & Nebraska State College System
Single Sign On

TrueYou
IDENTITY MANAGER

Sign in using your TrueYou credentials.

Username

Enter your NUID or UNMC NetID

Password

Enter Your Password

Don't Remember Login

Login

To protect the security of your account, close the browser window to complete the logout process.

[Forgot your password?](#)

[Help Desk Support](#)

5. Select your **University of Nebraska Kearney** account, type in what you want your password to be and confirm it, then click the **Change Password** button. NOTE: The EASI password has to be at least 10 characters long and must contain, uppercase and lowercase letters, numbers and/or special characters and **MUST NOT** contain your name

Select Your Account

Select the account that you would like to use

TrueYou ACCOUNTS Account ID: 1
TrueYou
Use this account to

N Account ID: n
University of Ne
Use this account to

UNK Account ID: h
University of Ne
Use this account to

 Account ID: n
University of Ne
Use this account to

Change Your Password

Passwords must be at least 8 characters long, and must contain uppercase and lowercase letters, numbers, and special characters, and **MUST NOT** include any resemblance to personal information like your name, username, birthdate.

New Password

Confirm New Password

6. Once you have your EASI password, you can visit outlook.unk.edu on a web browser and sign in to your UNK Mailbox using your full UNK email and your EASI password
Canvas – canvas.unk.edu ; login using your EASI username and EASI password.
Your EASI username is just the first part of your UNK email without the “@lopers.unk.edu” part. For example, if your UNK email is xyz@lopers.unk.edu, your EASI username is **xyz**
A complete list of services offered by UNK can be found on easi.unk.edu.

Questions? – visit helpdesk.unk.edu