Student EASI Password: How to Setup using MyBLUE

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

NOTE: If you are taking online classes at UNK, your faculty will be using this 'LoperMail' account to give you information, so make sure you log into it frequently.

To find your email address is:

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.

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

Steps to setup the 'EASI' password

NOTE: Your EASI password gives you access to LoperMail, Blackboard, UNKSecure wireless, CTR Library Databases

1. Once you have found your address, then go to the 'EASI' link. 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)
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 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.

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