A Guide to Accessing your Faculty Accounts

1. Access the Student Information System (SIS)
   a. Go to www.nhti.edu and select the Online Resources link from the black menu bar at the top of the page.
   b. After you click the “Online Resources” link, you’ll be directed to the “Online Resources” page. Click on the “New Users” icon.
   c. On the next page, click on “Enter Secure Area.” Enter your ID # (including the A). Your default PIN is your 6-digit birth date (mmddyy). If that doesn’t work, use the last six digits of your ID#.

2. Use your EasyLogin to access Online Resources
   NOTE: You should have received your EasyLogin username and password from the help desk. Proceed with the steps below.
   a. Go to www.nhti.edu
   b. Select the Online Resources link from the black menu bar at the top of the page.
   c. Use your Easylogin username and password to access your Faculty CCSNH email, Canvas, and SIS

   Student Information System
   (Direct Link: http://sis.ccsnh.edu)
   Access the Faculty and Advisor Menu of the SIS to view your class schedule, class roster(s), enter midterm and final grades, and view student information.

   Canvas
   (Direct link: http://canvas.ccsnh.edu) - Canvas is the online teaching software used at NHTI.

   NOTE to Professors: Remember to publish your course (make it viewable/available to students) once you have set up your site.

*Other Useful Information*

NHTI Print System - Printing is available in the campus computer labs. Each department is assigned a username and password that enables faculty to print in the labs. Please contact your department head to obtain login information. Your EasyLogin will NOT work. When printing is not required, use general lab user logon credentials (instructions posted in the labs).

Classroom Computers - Computers and overhead projectors are installed in all of the academic classrooms to aid in your course instruction. These computers have internet connectivity, DVD player capability, PowerPoint capability, and USB Flash Drive hook ups. The overhead projector and computer equipment also provide hookups for laptops. Please note that any files saved to the computer will be lost upon reboot.

Faculty & Staff Email
   (Direct Link: http://o365.ccsnh.edu) – Your college email account serves as the “official” account for all of your electronic communication with the college and should be the ONLY account used in communication with your students.

Need Support?
   Contact: nhtihelpdesk@ccsnh.edu OR call 603-230-4063 (M—F between 8am – 4:30pm)

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