Step 1: Log into the SIS

The Student Information System SIS is where you obtain your EasyLogin information, view your class schedule, grades, student account, and financial aid information. Online payment is available in the SIS.

1. Go to www.nhti.edu and select myNHTI from the black menu bar at the top of the homepage.

2. Click on New Users, then select Enter Secure Area. Windows 10 Users - To access the SIS using Windows 10 Edge browser, click on the three dots at the top right of your screen then select Open with Internet Explorer.

3. On the SIS User Login page, enter your ID# (including the uppercase A) as your User ID.

4. If you have never logged into the SIS, your PIN will be your 6-digit birthday (mmddyy format). If your birthday doesn’t work try the last six digits of your ID#. Note: First time users will need to create a new PIN# (min. 6 digits) and choose a security question.

   ID#: ____________________________  
   SIS PIN#: ________________________

Step 2: Obtain your Easylogin

1. At the SIS main menu, select Personal Information then select Student EasyLogin Information to view your Easylogin username and the default password which is used to access your student email and Blackboard accounts.

2. Click on the Activate/Manage EasyLogin link to enable the 24/7 password reset feature. You may also change your default Easylogin password. Note: Once you change your EasyLogin password, the default PIN which displays in the SIS will not work.

   EasyLogin username: ____________________________  
   EasyLogin password: ____________________________

Step 3: Access College Email

Your College Email Account is the official means of all electronic communication between you and the college. Be sure to check it often!

1. Return to www.nhti.edu and select myNHTI from the black menu bar at the top of the homepage.

2. Access your email account by clicking on the Student Email/Office 365 button or link and entering your EasyLogin username and password.

   Your email address is your Easylogin username followed by @students.ccsnh.edu

   Example: jdoe123@students.ccsnh.edu

Step 4: Access Blackboard

Blackboard (Bb) is the online teaching software used at NHTI.

Access your Blackboard account no sooner than 6 weeks prior to the start of class:

1. Return to www.nhti.edu and select myNHTI

2. Click on the Blackboard button or link and enter your EasyLogin username and password.

   Note: Courses will not display until your instructor makes them viewable to the class.

NHTI Print System

Each semester NHTI students are allocated 350 pages of free printing (equal to $35.00) in campus computer labs. If you exceed this limit you may purchase additional pages from the Bursar’s Office. Please note that any balance at the end of the semester is NOT refundable or transferrable to subsequent semesters.

To access printing privileges you must enter your Easylogin username and password when prompted by the Papercut software.

Questions?

Call: (603) 230-4063 M-F, 8:00 am – 4:30 pm or Email: nhtiservicedesk@ccsnh.edu

Blackboard Issues (other than login) Blackboard 24/7 Support: http://ccsnh.edusupportcenter.com

2/2/17