A Guide to Accessing your Student Accounts

**Step 1** Log into the SIS and get your Easylogin

The **Student Information System (SIS)** is where you get your **EasyLogin** username & password.

1. Go to [www.nhti.edu](http://www.nhti.edu) and select **Online Resources** from the black menu bar at the top of the homepage.

2. Click on **New Users**, **Enter Secure Area**.

3. On the **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# (minimum 6 digits) and choose a security question.

5. At the SIS main menu, select **Personal Information** then select **Student EasyLogin Information**. Your Easylogin username and the default password will display.

6. Click on the **Activate/Manage EasyLogin** link at the bottom of the page to enable the 24/7 password reset feature. You may also change your default Easylogin password at this time. **Note:** Once you change your EasyLogin password, the default password which displays in the SIS will not work.

   **EasyLogin username:** __________________________

   **EasyLogin password:** __________________________


**Step 2** Access SIS, Email & Canvas using your Easylogin

Use your **Easylogin** username & password to access your **SIS**, student **Email**, and **Canvas** accounts. All of these accounts are accessible from “myNHTI”.

(Direct Link: [http://www.ccsnh.edu/online-resources](http://www.ccsnh.edu/online-resources))

**Student Information System**

View your class schedule, grades, transfer credits, student account, financial aid information and degree audit. Online payment is also available in the SIS.

(Direct Link: [http://sis.ccsnh.edu](http://sis.ccsnh.edu))

**Student Email**

Your college email account is the official means of all communication between you and the college. Be sure to check this email daily!

(Direct Link: [http://o365.students.ccsnh.edu](http://o365.students.ccsnh.edu))

Your **Email Address** is your **Easylogin** username followed by @students.ccsnh.edu  Ex.: jdoe123@students.ccsnh.edu

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

**Note:** Access your Canvas account **no sooner than 6 weeks prior to the start of class**. Courses will not display in Canvas until your instructor makes them viewable to the class.

**NHTI Print System**—Each semester NHTI students are allowed 350 pages of free printing in campus computer labs. Additional pages may be purchased at the Bursar’s Office. Any balance at the end of the semester is NOT refundable or transferable to subsequent semester. Enter your **Easylogin** username and password when prompted.

**QUESTIONS?**

**Call NHTI’s Helpdesk:** (603) 230-4063, Monday—Friday (8:00 am—4:30 pm)

**Email:** nhtihelpdesk@ccsnh.edu

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