Accessing NICOnline

To access NICOnline, go to:
www.nic.edu/niconline/
and click the ‘Enter NICOnline’ button.
Before you begin, make sure your computer is compatible with NICOnline.

- **Windows Users** – Internet Explorer 6.0
- **MAC Users** – Safari OS X
- NICOnline is **NOT** compatible with: MOZILLA, AOL, and COMPUSERVE USERS.
- Mac users may experience some difficulty with drop down menus and input boxes. Please use your tab and arrow keys to navigate if you experience problems.
- If you need further assistance, please call the NIC HelpDesk at 769.3280.
User ID & Password

To view your personal records, you must enter a User ID and password.

**User ID:**
Your User ID is in this format: firstname.lastname or nickname.lastname (all lower case letters).
Example: joe.cardinal

**Password:**
The first time you log in, your password will be your 6-digit birth date and you will be prompted to create a new password.
(January 1, 1975 = 010175)
Forgot your User ID?

Click on “User ID & Password Help” on the main menu, then “What’s my User ID?” and NICOnline will remind you.

You may use your nine-digit social security number if you don’t know your seven-digit student ID number to obtain your User ID.
Your Password

- The first time you access NICOnline, you will be prompted to choose a new password.

- Your new password MUST be 6 to 9 characters long and MUST include both letters and numbers.

- We encourage you to use the password “hint” in case you lose or forget your password.

- Do not give your User ID or password to anyone. Keep your User ID and password in a safe place.
Tips for Using NICOnline

1. Read announcements that are posted to the main NICOnline page.

2. Read instructions that appear at the top of each screen.

3. NICOnline is available from 6 am to 11:50 pm daily.

Uses of NICOnline

NICOnline can help you...

• View Admission Information
• Search for classes
• Register for classes
• Add and drop classes
• View registration start times
• Check your class schedule
• Change your address and e-mail address
• Check your grades and GPA
• Check Financial Aid
• Pay tuition and fees
• View transcripts
• View advisor contact information
We hope you will find NICOnline to be a convenient way to access your student information.

To return to the home page, click on the back button in the top left corner.

www.nic.edu/niconline/