

Accessing MyNIC and Registration Instructions for Students

If you have already accessed MyNIC proceed to registration instructions.

To access MyNIC you will need your User name and Password.

To determine your User name and Password follow the steps below:

- Go to www.nic.edu and click on “MyNIC”
- Click the “New Students and Employees Start Here” button

Step 1: **Find your User name**

- Enter your 7-digit student ID number.
- Click “Get My User name,” your User name will appear.
- Click the link to proceed to Step 2.

Step 2: **Change your password.**

- Initial password is your 6-digit birthdate (example: January 24, 1984 is 012484).
- New password must be 6-9 characters with letters and numbers.
- Confirm your new password. Click “OK”

Having trouble? Call the HelpDesk at (208) 769-3280

Please keep your login information in a secure location!

Step 3: Click “MyNIC”

- Security: Select – This is a public or shared computer.
- Enter your User name and Password
- Click “Log On”

Registration Instructions:

1. Under the Services Tab: Click “Registration”
2. Click “Search/Register for Sections”
3. Select the term of your registration.

The screenshot shows a registration form with the following fields and labels:

- Term**: A dropdown menu with a blue arrow icon, circled in red.
- Starting On/After Date**: A text input field.
- Ending By Date**: A text input field.
- Subject**: A dropdown menu with a blue arrow icon, circled in red.
- Course Level**: A dropdown menu with a blue arrow icon, circled in red.
- Course Number**: A text input field, circled in red.
- Section**: A text input field.

4. Enter the subject (Math, English, Chemistry, etc.) and the Course Number (101, 015, etc.), if known.
5. Review your results and choose the courses you would like by selecting the box in the left column.
6. Your courses are now in your preferred list. This is similar to a shopping cart. You are not registered yet! To register, select ‘register’ from the action menu for all sections or choose ‘register’ on the left of each desired course. Do not select an action in both areas.
7. Click ‘Submit’ and you will be taken to the registration results page. At this point you will be notified if registration was successful or unsuccessful. Now click ‘OK’ to continue.
8. Payment Screen (verify your amount due): If you want to make a payment you may do so at this time. If not please pay your account balance by the due date. Payment options are available at www.afford.com/nic.
9. Review your class schedule to confirm your registration.

Registration Restrictions: You will not be allowed to register for:

- 19 or more credits for the fall or spring semester, 8 or more credits for the summer.
- A course that has unmet prerequisites.
- A course audit.
- Full courses (no waitlists)

Contact Advising Services at 769-7821 to determine if a restriction override is possible.

Registration Blocks: You will not be able to register if you’ve been placed on “hold.” You must contact the appropriate office in order to resolve the hold.