

CLAIM YOUR MY APPS ACCOUNT

New Students: You have never taken a class from Northeast and never logged in to the My Apps portal.

1. Gather your Collegewide ID* number (from your registration invitation letter) and your unique Claim Code+ which you should have received via email from help@northeast.edu when your Northeast application was accepted.
2. Begin at <https://myid.northeast.edu>.
3. On the login screen, click Claim My Account.
4. Verify that Staff/Students shows as the selected policy.
5. Click Next and follow the process to claim your account and set your password.
6. Once you have set your password, the system will display your username/Northeast email address.
 - a. Retain for future use. You will use your username/Northeast email address to log in from this point forward.
7. After claiming your account, you will be directed to the My Apps portal where you will log in with your username/Northeast email address and the password you created when you claimed your account.
 - a. Your My Apps password must be updated every 90 days.

Returning Students: You have previously taken a class (including Early College or Dual Credit) from Northeast and previously logged in to the My Apps portal.

1. Gather your Northeast Email Address* and your prior My Apps password.
2. Access your My Apps portal (www.northeast.edu >Students>Access My Apps).
3. Enter your username/Northeast Email Address* and your My Apps password when prompted.
 - a. Your My Apps password may have expired because it must be updated every 90 days.
 - b. If you don't remember your password, you can reset it by clicking "Forgot My Password" on the Microsoft login page.

+For assistance to access the My Apps portal or locate a Claim Code, contact the Northeast Service Center at help@northeast.edu or (402) 844-4357.

*For assistance to locate your Collegewide ID number or Northeast email address, contact an Enrollment Specialist at enroll@northeast.edu or (402) 844-7575.