

CLAIM YOUR MY APPS ACCOUNT

1. Visit <https://northeast.edu/My-Account/> and click the “New users start here” link.
2. Enter your full First Name, Last Name, Banner ID (CWID) and birthdate. Complete the Captcha (pictures, text or checkbox).
3. Read the Acceptable Use Procedures and click ACCEPT.
 - a. If you click DECLINE, you will not be able to continue with claiming your account and logging into the application.
4. Note the User ID in the User Details form. This is your User ID to login to applications.
5. Enter answers to the secret questions. You can change the questions by clicking on the pencil icon under them. These can be used to reset your password in the future, if needed. Once your secret questions are complete, click SUBMIT.
6. Enter your personal cell phone number and email address. This information is necessary to reset your password yourself if you forget it later.
7. Set your password. *Note the requirements in the box to the right of the form.* Click RESET PASSWORD when complete.
8. If the password is accepted and meets the criteria, you will momentarily see a box that says the password was confirmed and you are being redirected to the login screen.
9. Login to the application using the User ID you were given in the claim process, and the new password you just created.

If you still need assistance with claiming your account, please contact the Service Center at help@northeast.edu or (402) 844-4357.