# I’VE REGISTERED FOR CLASSES – NOW WHAT?

There are two different web portals that a student will need to be familiar with when navigating through the UNK system.

<table>
<thead>
<tr>
<th>1) MyBLUE</th>
<th>2) EASI</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Username:</strong> NUID number</td>
<td><strong>Username:</strong> is everything before the @ sign</td>
</tr>
<tr>
<td><strong>Password:</strong> the NUID and password were created during the admissions process <em>(unless changed by student)</em></td>
<td><em>(Example: <a href="mailto:doej@lopers.unk.edu">doej@lopers.unk.edu</a>; doej is the username)</em></td>
</tr>
</tbody>
</table>

MyBLUE allows you to:
- manage your enrollment (register, drop and/or add classes)
- check on your financial aid
- view your account and pay tuition and fees
- access personal information such as addresses and phone numbers
- monitor your degree plan and advisor information

EASI allows you access into:
- Canvas
- LoperMail
- Qualtrics Survey Software
- eduroam Wireless
- CTR Library Databases
with just a single username and password

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### How to find your LoperMail address: *(UNK Students **MUST** use LoperMail for all email correspondence)*

Once you are registered for classes at UNK, you are assigned a LoperMail (email) account. This can take anywhere from 24 to 72 hours depending on when you registered.

1. Log in to your **MyBLUE** account with your NUID and password.  
   [https://myblue.unk.edu/](https://myblue.unk.edu/) *(You received your NUID and password when you completed your online application; or use the Login Help)*

2. In the left column under “Profile” there will be a link for “email addresses”
   - Click on this link and your UNK Campus email address will be listed.

### How to set up your EASI password:

Your EASI password gives you access to:

- LoperMail
- Canvas
- Qualtrics Survey Software
- eduroam Wireless
- CTR Library Databases

1. Once you have found your address, go to [https://easi.unk.edu/](https://easi.unk.edu/)

2. On this page, click on the “**Don’t Know Your Password**” link to set a password *(nothing is pre-assigned)*.
3. Click on the “Student Password Reset” link and go through the process of setting up a password (even though you are not re-setting – just beginning new).

4. Type in:
   - Your full email address
   - the Captcha Verification
   - click Continue

5. Put in your NUID and MyBLUE password and create your EASI password
   Password criteria are:
   - Must be at least 10 characters
   - Must have at least 3 of the following 4 categories
     o Uppercase
     o Lowercase
     o Numbers
     o Symbol

6. Click the “Reset Password” button.

At the UNK homepage (https://www.unk.edu), you can find links to Email, EASI, Canvas and MyBLUE at the bottom of the page under “Resources.”