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.

1) **MyBLUE**  [https://myblue.unk.edu](https://myblue.unk.edu)
   - **Username:** NUID number
   - **Password:** the NUID and password were created during the admissions process *(unless changed by student)*
   - **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

2) **EASI**  [https://easi.unk.edu](https://easi.unk.edu)
   - **Username:** is everything before the @ sign *(Example: doej@lopers.unk.edu; doej is the username)*
   - **Password:** go to How to Set Up EASI Password section for help.
   - **EASI allows you access into:**
     - Blackboard
     - Canvas
     - LoperMail
     - Qualtrics Survey Software
     - UNKSecure Wireless
     - CTR Library Databases
     - with just a single username and password

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
- Blackboard
- Canvas
- Qualtrics Survey Software
- UNKSecure 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
     - Uppercase
     - Lowercase
     - Numbers
     - Symbol

6. Click the “Reset Password” button.

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

**RESOURCES**
- MyBlue
- Blackboard
- Easi
- Firefly
- HelpDesk
- Work for UNK
- Library
- Email