

## Returning Students

Your EasyLogin user name will be the same as your student email user name. For example, John Doe's student email address is [jdoe123@students.ccsnh.edu](mailto:jdoe123@students.ccsnh.edu). That mean's his email user name is jdoe123. This will also be his EasyLogin user name.

Your EasyLogin password will be your current student email password. For example, John Doe had his student email password set to "hawaii50" during the fall semester. On John's return in the Spring, his password will still be "hawaii50". This will also be his EasyLogin password.

Even though returning students automatically have an EasyLogin user name and password, they must still activate their EasyLogin account. See the instructions about activating your account. You can activate your account by going to: <https://sspswd.students.ccsnh.edu>

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# New Students

New students will need to first log into their Student Information System (SIS) account to retrieve their default EasyLogin user name and password.

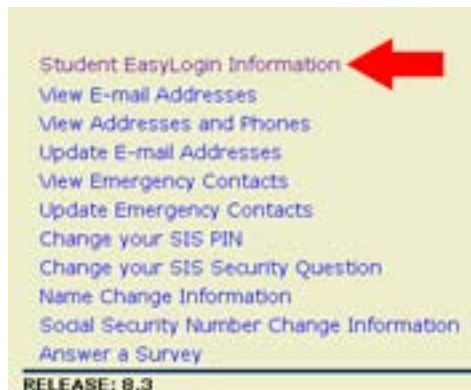
1. To log into SIS, you will need your SIS ID number and default SIS PIN assigned to you by your college.
2. Once you enter those and sign in, you will immediately be asked to change your PIN.
3. After changing your PIN, you will create your SIS security question and answer.

**IMPORTANT:** Keep a record of your SIS ID number, PIN and security question. These will allow you access to SIS in case you should ever forget your EasyLogin information. They will also allow you access to SIS when you are no longer a student at your college.

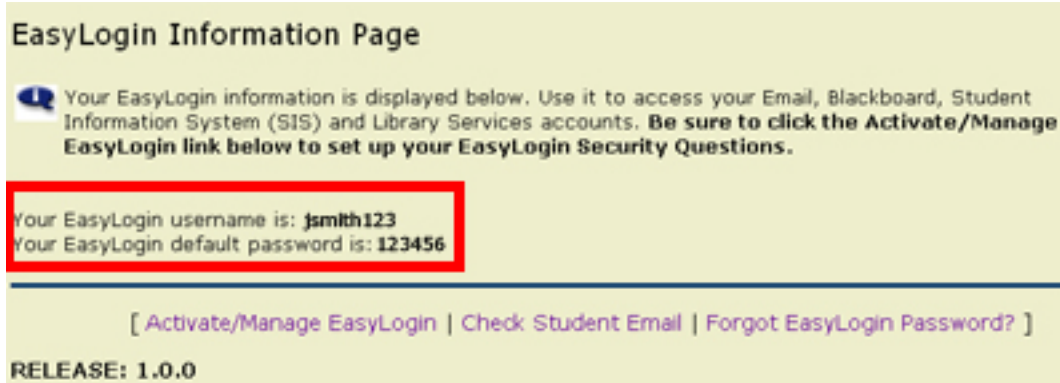
4. Once you have successfully logged into SIS, click on the link that says **Personal Information**



5. Then click on **Student EasyLogin Information**



6. You will see your EasyLogin user name and default password.



**EasyLogin Information Page**

Your EasyLogin information is displayed below. Use it to access your Email, Blackboard, Student Information System (SIS) and Library Services accounts. **Be sure to click the Activate/Manage EasyLogin link below to set up your EasyLogin Security Questions.**

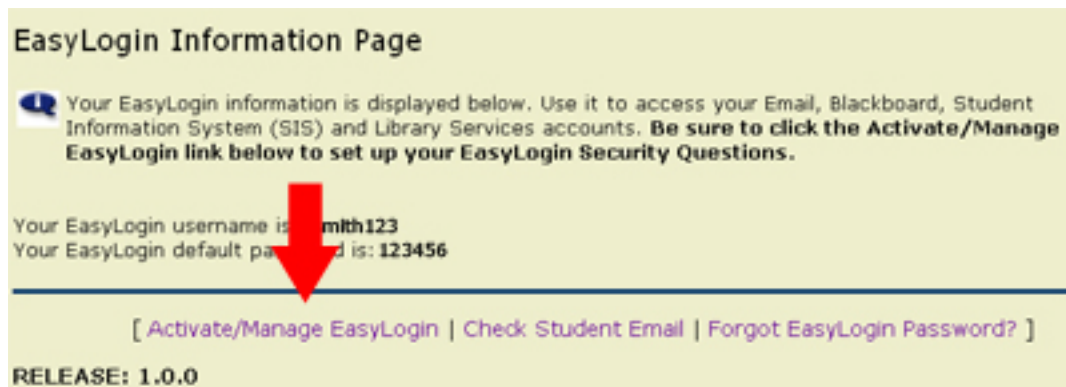
Your EasyLogin username is: **jsmith123**  
Your EasyLogin default password is: **123456**

[ [Activate/Manage EasyLogin](#) | [Check Student Email](#) | [Forgot EasyLogin Password?](#) ]

RELEASE: 1.0.0

**IMPORTANT:** Your EasyLogin default password will always be located here. In the event that you forget the answers to your EasyLogin security questions, you will need this default password to reacquire access to your account.

7. You can immediately activate your EasyLogin account by clicking the link that says **Activate/Manage EasyLogin**.



**EasyLogin Information Page**

Your EasyLogin information is displayed below. Use it to access your Email, Blackboard, Student Information System (SIS) and Library Services accounts. **Be sure to click the Activate/Manage EasyLogin link below to set up your EasyLogin Security Questions.**

Your EasyLogin username is: **jsmith123**  
Your EasyLogin default password is: **123456**

[ [Activate/Manage EasyLogin](#) | [Check Student Email](#) | [Forgot EasyLogin Password?](#) ]

RELEASE: 1.0.0

8. Once you click the Activate/Manage EasyLogin link, you will be brought to the EasyLogin portal.



**EasyLoGin** [Forgot your EasyLogin password?](#)  
[Change your EasyLogin password](#)

Welcome to the EasyLogin Portal

New users: Log in using the default EasyLogin user name and password found in your SIS account.  
Returning users: Enter your current EasyLogin user name and password (this is the same as your email user name and password).  
Logging in allows new users to activate their account and returning users to manage their account.

EasyLogin User Name:   
Password:   
Log on to:

# Activating your EasyLogin account

1. Put your EasyLogin user name and default password into the EasyLogin user name and password boxes respectively and click the **Login** button.



The screenshot shows the EasyLogin portal interface. At the top, there is a blue header with the EasyLogin logo and links for "Forgot your EasyLogin password?" and "Change your EasyLogin password". Below the header, there is a "Welcome to the EasyLogin Portal" section with instructions for new and returning users. To the right, there is a login form with fields for "EasyLogin User Name", "Password", and a "Log on to:" dropdown menu set to "STUDENTS". A "Login" button is located below the form. A red rectangular box highlights the login form area.

2. Users who have not activated their EasyLogin account will see a pop up message describing what they need to do to activate their account. Once you have read this message and are ready to proceed, click the **Click to proceed** link.



The screenshot shows a pop-up message titled "Welcome to the EasyLogin account activation." The message explains that users need to create two security questions with answers to activate their account. Below the text, there is a small icon of a person and a link labeled "Activate your EasyLogin account". Underneath, there is a link labeled "Click to proceed" with a red arrow pointing to it from the right.

3. You will be brought the Manage Q&A screen where you will create your EasyLogin security questions and answers. Every user must create two security questions for their EasyLogin account.

EasyLoGin

Welcome, JMWAL13  
Sign Out | Personalize

Change Password Manage Q&A

### User Registration Screen

Configure the Security Questions and Answers that you will be asked during password reset/account unlock operations

The minimum length of the answer(s) should be 5 characters and maximum allowed is 255 characters

Questions	Answers	Confirm Answer
Questions set by your Administrator:		
What is your favorite color?	*****	*****
Who is your childhood hero?	*****	*****

Hide Answer(s)

Save

**IMPORTANT:** Once you have created your EasyLogin security questions, make a record of the answers. These questions and answers will allow you to reset your EasyLogin password should you forget it.

4. Feel free to explore the EasyLogin portal. In the portal you may change your password and manage your security questions and answers. You may log into the portal anytime to manage your account.

**IMPORTANT:** Once you have completed your EasyLogin account activation, be sure to click the Sign Out link in the upper right of the screen and also exit your browser window.



5. You may now use your EasyLogin user name and password to access Blackboard, SIS, email and other college resources.