

# ACTIVATE YOUR NBCC ACCOUNT

Last Updated: August 14, 2014



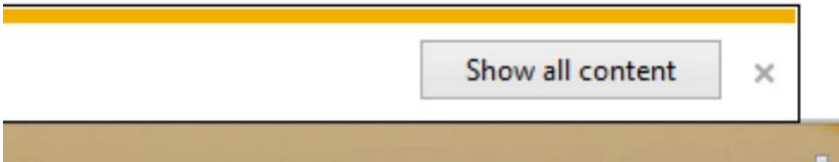
- You can activate your account from anywhere with an internet connection (Home, Coffee Shop, or NBCC's "NBCC-GetStarted" wireless network).
- You can use any Web Browser (Internet Explorer, Chrome, Firefox, etc.).
- You can use your Smartphone or Tablet.

Simply go to this address to get started:

**ITSTARTSHERE.NBCC.CA**

Once your account is activated, your username for NBCC services will be your student number, and your password will be the one you will choose in Step 6 of this document.

**Check with your IT Helpdesk for the location of computers that you can use to activate your account in case you do not have your own computer or tablet.**

1	Open your device's Web Browser	
2	Go to <b>ITSTARTSHERE.NBCC.CA</b>	
3	If prompted, click "Show all content"	

NBCC IT Services

1-855-216-6688

helpdesk@nbcc.ca

http://itstartshere.nbcc.ca

St. Andrews  
Room A2210

Fredericton  
Room A1009

Saint John  
Room C1001

Miramichi  
Room A-B027

Moncton  
Room A2141

Woodstock  
Room A1200

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<p>4</p>	<p>Click on “Yes, Please take me to activate and set my password”</p>	
<p>5</p>	<p>Fill in your Student ID, Date of Birth and your email address and click “Submit”</p> <p><b>Make sure you use your email address, and not a fake address or someone else’s address.</b></p> <p>If you need help setting up an email account, see your Help Desk.</p>	
<p>6</p>	<p>On the next page, enter the password you wish to have.</p> <p><b>Passwords must be between 6-20 characters, include one number and one uppercase letter.</b></p> <p>Choose a security question and answer and click “Finish”</p>	

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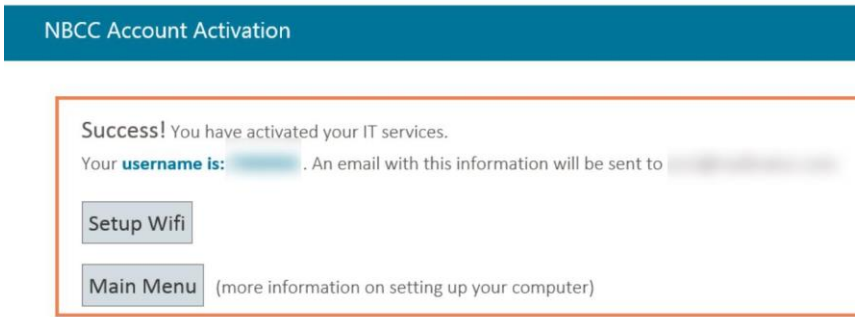
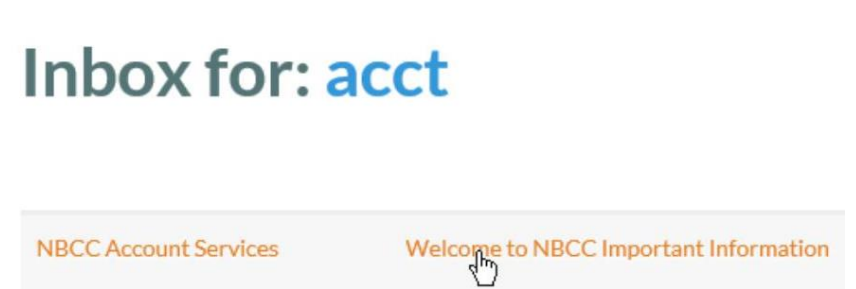
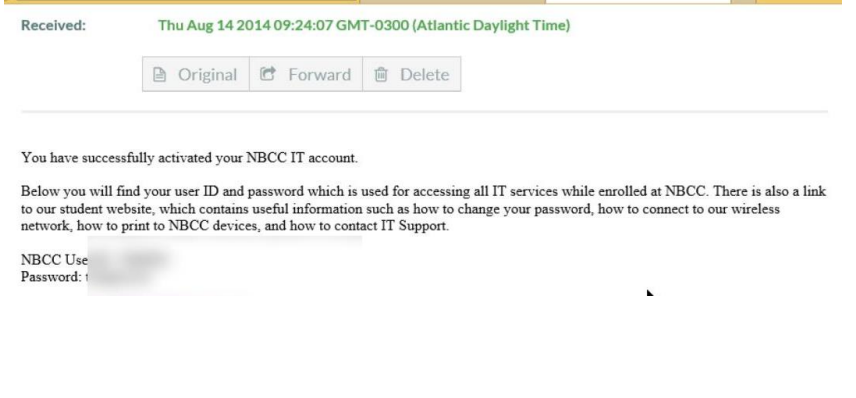
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<p><b>7</b></p>	<p>You have now activated your account!</p> <p>Your account details will be emailed to the address you provided at Step 5.</p> <p>From here, you can proceed to setup the NBCC wireless connection or learn more about how to install other software needed for your studies (LIVE Students)</p>	 <p>The screenshot shows a blue header with the text "NBCC Account Activation". Below it, a white box with an orange border contains the following text: "Success! You have activated your IT services. Your <b>username is:</b> [redacted]. An email with this information will be sent to [redacted]". There are two buttons: "Setup Wifi" and "Main Menu (more information on setting up your computer)".</p>
<p><b>9</b></p>	<p>If you check your personal email account, you should now have a message that looks like this:</p>	 <p>The screenshot shows an email inbox for "acct". The header says "Inbox for: acct". Below that, there are two links: "NBCC Account Services" and "Welcome to NBCC Important Information". A mouse cursor is pointing at the second link.</p>
<p><b>10</b></p>	<p>The message will be similar to this:</p>	 <p>The screenshot shows the body of an email. It starts with "Received: Thu Aug 14 2014 09:24:07 GMT-0300 (Atlantic Daylight Time)". Below that are buttons for "Original", "Forward", and "Delete". The main text says: "You have successfully activated your NBCC IT account. Below you will find your user ID and password which is used for accessing all IT services while enrolled at NBCC. There is also a link to our student website, which contains useful information such as how to change your password, how to connect to our wireless network, how to print to NBCC devices, and how to contact IT Support." At the bottom, it says "NBCC Use" and "Password: [redacted]".</p>

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