MyNC Portal Login Instructions

To login into your MyNC account:
You can access MyNC directly at mync.navarrocollege.edu or by clicking on the MyNC link on the Navarro College website.

To login, use the following:
1. Go to mync.navarrocollege.edu
2. Your MyNC login username is:
   • firstname.lastname (lowercase)
   • Example: jane.doe
3. Your default password will be NcYYYYSSSS! (YYYY=your 4 digit birth year SSSS=the last 4 of your social)
   • Example: If you were born in 1980 and the last 4 digits of your Social Security Number is 1234- the password would be (Nc19801234!).

Note: Students who do not have a Social Security Number (i.e., some International students) will use the last 4 digits of their Navarro College Student ID Number. For other login and password resets, please go to MyNC for instructions.

Canvas Student Login Instructions

To login to your Canvas account:
1. Go to mync.navarrocollege.edu and follow the above login steps for MyNC.
2. Click on Canvas under Campus Applications in MyNC
3. Your Canvas login username is:
   • firstname.lastname (lowercase)
   • Example: jane.doe
4. Your default password will be NcYYYYSSSS! (YYYY=your 4 digit birth year SSSS=the last 4 of your social)
   • Example: If you were born in 1980 and the last 4 digits of your Social Security Number is 1234- the password would be (Nc19801234!).

Student WI-FI Login Instructions

To login to the WI-FI on campus:
1. Your Username is: same as your MyNC ID.
   • Example: jane.doe (all lower case)
2. Your default password will be NcYYYYSSSS! (YYYY=your 4 digit birth year SSSS=the last 4 of your social)
   • Example: If you were born in 1980 and the last 4 digits of your Social Security Number is 1234- the password would be (Nc19801234!).

If you need assistance or cannot log in, you can contact the Help Desk at 903-875-7416 😊
You can also visit: http://www.navarrocollege.edu/service-desk/ and chat live
Monday-Thursday 7:30am-6:30pm and Friday 7:30am-5:00pm
or email servicedesk@navarrocollege.edu
Library Database

To login to the Library Database System:
1. First, you will go [http://www.navarrocollege.edu/library/](http://www.navarrocollege.edu/library/)
2. Type in the subject that you want to search in the search bar and click Search
3. Your Login user name will be the same as your WebAdvisor user id.
   - Example: jane.doe (all lowercase)
4. Your Password is your 6 digit date of birth (MMDDYY).
   - Example: If your birthday is February 20, 1989, your password would be (022089)

Student Webmail Login Instructions

To login to your Webmail account:
1. Go to mync.navarrocollege.edu and follow the above login steps for MyNC.
2. Click on Student Webmail under Campus Applications in MyNC
3. Use your email account username – this is the same as your MyNC username +@nc.navarrocollege.edu
   - Example: jane.doe@nc.navarrocollege.edu
4. Your default password will be NcYYYYSSSS! (YYYY=your 4 digit birth year SSSS=the last 4 of your social)
   - Example: If you were born in 1980 and the last 4 digits of your Social Security Number is 1234- the password would be (Nc19801234!).
5. Once you login for the 1st time – it will take you to a security screen to enter your cell phone number.
6. You will receive a text with a code to enter on the next screen.
   - This is a password recovery feature as well as a security feature. If you forget your password, simply click on “Forgot password” and it will send you a text with a code for you to reset your password.
   - It also lets you know when someone else logs in from a different computer

Student Self-Service Login Instructions

To login to your Self-Service:
1. Go to mync.navarrocollege.edu and follow the above login steps for MyNC.
2. Click on Student Self-Service under Campus Applications in MyNC
3. Your Self-Service user ID is:
   - firstname.lastname (lowercase)
   - Example: jane.doe
4. Your default password will be NcYYYYSSSS! (YYYY=your 4 digit birth year SSSS=the last 4 of your social)
   - Example: If you were born in 1980 and the last 4 digits of your Social Security Number is 1234- the password would be (Nc19801234!).

If you need assistance or cannot log in, you can contact the Help Desk at 903-875-7416 ☺
You can also visit: [http://www.navarrocollege.edu/service-desk/](http://www.navarrocollege.edu/service-desk/) and chat live
Monday-Thursday 7:30am-6:30pm and Friday 7:30am-5:00pm
or email servicedesk@navarrocollege.edu