Use of university computers and access to online resources requires a username and password.

**Employee Online Resources:** Faculty/Staff Email and Self-Service Banner are available through my nmhu on the NMHU homepage: [www.nmhu.edu](http://www.nmhu.edu). E-COURSES is a link on the top navigation bar.

**Username & Password Help:** You must apply for a username from ITS. Anyone who has access to a web browser can go to [www.nmhu.edu](http://www.nmhu.edu), click on my nmhu, select Faculty/Staff Technical Help, and select option 7 Username Application for new NMHU Faculty or Staff. Complete the online fillable application, following the instructions and submit to ITS. You should allow at least one working day before you receive your username.

- **Your temporary password** is your date of birth, in the format MonDDYYYY. For example: February 03, 1954 would be Feb031954. Capitalization is important.
- Before you log in for the first time, you will be required to change your temporary password. If you login to an on-campus computer with a temporary password, it will require you to change your password. If you are logging into online resources from off campus, you must change your temporary password before you login the first time. See Faculty/Staff Technical Help, option 1.
- Passwords must meet these criteria:
  - Must be at least eight characters in length
  - Must contain at least one uppercase letter (A through Z)
  - Must contain at least one lowercase letter (a through z)
  - Must contain at least one number
  - Must not contain any part of the your name or username
  - Special symbols are allowed but discourage because some cause problems with Banner (Do NOT use: ‘” @ & /). See password policy for details.
- Do NOT share your password with anyone.
- Please check out our Faculty & Staff Password Policy at Faculty/Staff Technical Help, option 5.
  - Passwords expire and must be changed every 180 days
  - You cannot reuse your last 5 passwords nor can you change passwords more than once a day
- Adjunct faculty and temporary employee accounts expire automatically at the end of every term. If your contract is renewed, you must contact ITS to extend your access.

**Login Instructions:**

- If you do not know your username or have forgotten your password, please contact the ITS Help Desk at 505-454-3496.

**ON-CAMPUS LOGIN:** Accessing NMHU resources from a university computer (including the Rio Rancho, Albuquerque, and Santa Fe centers) requires you to login with your username. If this is your first login, your temporary password will be your date of birth in the format MonDDYYYY. “Log On To” domain is HU_ADM.

**OFF-CAMPUS LOGIN:** Go to the NMHU homepage [www.nmhu.edu](http://www.nmhu.edu) to access online resources. If you are logging into NMHU resources for the first time, you are required to change your temporary password. You can change your password from [www.nmhu.edu](http://www.nmhu.edu), click my nmhu, select Faculty/Staff Technical Help, and choose option 1.

You **must** change your temporary password before you can log into Self-Service Banner, Email, E-Courses, or access Library Resources remotely.
Self-Service Banner (SSB): On the NMHU homepage, click *my nmhu*, click *Enter Secure Area*, and enter your username and password.

**Note:** For first time access, you cannot login until you change your temporary password.

See Username & Password Help on the previous page for instructions.

- SSB makes it possible to:
  - view your pay stubs
  - view your class rosters including getting email addresses of your students
  - enter mid-term and final grades
  - view your online evaluation results after the end of the semester
  - enter online timesheets and much more …

Faculty/Staff Email: ITS recommends that you use the Outlook Email client on your office computer, however you can read Email from any computer with internet access by going to the NMHU homepage, click *my nmhu* and select Faculty/Staff Email.

- Sign in with your username and password.
- NMHU Email is the official method of communication between faculty, staff, HU departments and offices, and students. (All students have a Highlands email account with an address of student_username@live.nmhu.edu).
- Email space is limited so you must maintain your Email by deleting old messages, emptying your deleted items folder, and saving messages to a local personal folder (available only through Outlook client).
- You can look up student email addresses by going to *my nmhu*, select Faculty/Staff Technical Help, and use item 9.

**Note:** Your username does not include the “@nmhu.edu”.

Your Email address is: your_username@nmhu.edu

Donnelly Library Remote Access: On the NMHU homepage, select Libraries on the bottom of the page to access the library online resources.

- Access to some library resources from off campus may require you to enter your username and password.

**Note:** For first time access, you cannot login until you change your temporary password.

See Username & Password Help on the previous page for instructions.

E-COURSES (Desire2Learn): On the NMHU homepage, click *E-COURSES* on the top navigation bar of the page. Click Log in to *E-COURSE* and enter your username and password.

- EOS Help Desk number: 505-426-2215
- Desire2Learn and Elluminate training is available through EOS at 505-426-2249

**Note:** For first time access, you cannot login until you change your temporary password.

See Username & Password Help on the previous page for instructions.

For more help: Go to *my nmhu* and click on Faculty/Staff Technical Help or contact the ITS Help Desk

- We have prepared computer help documents for students which we encourage you to read so you will know what information is available to students. Go to *my nmhu*, select Faculty/Staff Technical Help, option 6.
- To use your laptop or netbook to access online university resources on the university wireless network, please bring your laptop by ITS.
- The university offers “work at home” Microsoft Office products for employee’s home computers.
- Remote Desktop Connection or VPN access from home:
  - You can access your office computer from another computer on campus using Remote Desktop.
  - If you have high speed internet at home, you can connect to your office computer using VPN and Remote Desktop.
- ITS work orders can be submitted from the Contact HU link on the NMHU homepage.

Questions or Problems? Contact: IT Services Help Desk, Donnelly Library ground floor room G28, 505-454-3496

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