



# College Account Setup Guide (My Northshore)

Use the following steps to setup your NSCC account.

## Important

If you already have your NSCC student number (starting with N00) and NSCC email address, you can begin from Step 5.

1. Navigate to the [MyNorthshore login page](#) and select the 'First Time Users Click Here' link.

**NORTH SHORE**  
COMMUNITY COLLEGE

### Sign in

username@northshore.edu

Can't access your account?

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**First Time Users Click Here to Set Up Your Account** if you do not know your temporary password

Frequently Asked Questions

Still need help?

Recover your username

Contact the Help Desk at [helpdesk@northshore.edu](mailto:helpdesk@northshore.edu) or call (978) 762-4000 x4167

2. Please enter your identifying information After filling in this information, proceed by clicking 'Next'.

### Please Identify Yourself

First Name

Last Name

Last 4 Digits of SSN

Birthdate Month:  Day:  Year:

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3. If the college does not have your Social Security # on file you will be prompted to enter your zip code and the last 4 digits of your phone number.

4. Upon completion of the verification process you will be provided with your NSCC username/email and a temporary password. The temporary password is your NSCC student number (starting with N00).

**Important Note:** You need this information to complete the setup your account process so we strongly encourage writing this information down or taking a screenshot.

5. Visit <https://my.northshore.edu> and enter your NSCC username.
6. Enter your temporary password (your NSCC student number)

7. After logging in, you'll be prompted to set up Multi-Factor Authentication (MFA). Follow the on-screen instructions, selecting 'Next' to proceed.



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8. On the next page click the “I want to setup a different method” option.

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

[I want to set up a different method](#)

9. Choose Phone as the preferred method and press ‘Confirm’.

Choose a different method ×

Which method would you like to use?

Phone

Cancel Confirm

10. Enter your cellphone number, check the “Receive a code” option and press ‘Next’

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

United States (+1) 0000000000

Receive a code

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service and Privacy and cookies statement](#).

Next

11. Enter the code you received in the text and click ‘Next’.

Phone

We just sent a 6 digit code to +1 9787668367. Enter the code below.

080997

[Resend code](#)

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12. After verifying your phone, click '**Next**' and then '**Done**'. You will then be prompted to create a new password. Enter your temporary password again and set your new password.

A screenshot of the "Update your password" screen. At the top left is the North Shore Community College logo and the text "NORTH SHORE COMMUNITY COLLEGE". Below that is the email address "@northshore.edu". The main heading is "Update your password". A message states: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three password input fields, each with a series of dots for the password characters. A blue "Sign in" button is located at the bottom right of the form.

13. The final step involves reading and accepting the user agreement. Make sure to expand the agreement text and read it through before accepting.

A screenshot of the "North Shore Community College Terms of Use" screen. The title is "North Shore Community College Terms of Use". Below the title is the text: "In order to access North Shore Community College resource(s), you must read the Terms of Use." There is a grey button labeled "User Agreement" with a right-pointing chevron. Below this is the text: "Please click Accept to confirm that you have read and understood the terms of use." At the bottom are two buttons: "Decline" (grey) and "Accept" (blue). A red arrow points to the "Accept" button.

14. Once you **accept the user agreement**, your account setup is complete. You can now access NSCC services with your new credentials.