

Accessing Student Email Account

Setting up New Student Account:

1. Register for courses with your advisor or site manager
2. Access the ["Creating New Student Account"](#) webpage. You will need your student schedule that was provided to you by your advisor during your registration.
3. Use the student ID number that is on the top of your student schedule, along with your date of birth and then hit continue
4. Choose one of the provided usernames from the list provided, this will be your username.
WRITE THIS DOWN, even if it is in your phone.
5. Type your password into the boxes provided, they must match in order to submit your request.
Please note, you can NOT use any part of your name or date of birth in your password, it will not successfully process your request.

Log in form for Outlook Email/Canvas/JICS:

Username: jsmith@students.nwic.edu

Password: *****

How to download the Canvas app on your phone:

1. Search for the Canvas app in your app or play store
2. Download application
3. Search for Northwest Indian College in the school search bar
4. Use your log in credentials for Canvas to sign in

How to download the Outlook app on your phone:

1. Search for the Outlook app in your app or play store
2. Download the application
3. Sign in with your NWIC Student Email Credentials
4. Check the box that will allow you to stay signed in without having to sign in each time