



# NUNEZ COMMUNITY COLLEGE

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3710 Paris Road, Chalmette, LA 70043 (504) 278-6280 FAX: (504) 278-6480

## Student E-mail Access Procedure

**NOTE: Students are to contact the IT department to request e-mail access once they have completed the registration process and are enrolled in their classes.**

1. Student will need to e-mail [help@nunez.edu](mailto:help@nunez.edu) and provide the following information: First Name, Last Name and Banner Student ID. The student is to put “Nunez E-mail Credentials” in the e-mail subject line.
2. The student’s message will be responded to with their proper login credentials. The typical username follows the formatting of first name, last name @student.nunez.edu. Ex: John Smith’s username = [johnsmith@student.nunez.edu](mailto:johnsmith@student.nunez.edu)
3. Once the student obtains their login credentials and temporary password, they will be able to log in and change their e-mail password via the e-mail link on the [www.nunez.edu](http://www.nunez.edu) home page (link is at the top center of the home page).