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 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

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 home page (link is at the top center of the home page).