

MyNECB Student Portal Quick Start Guide

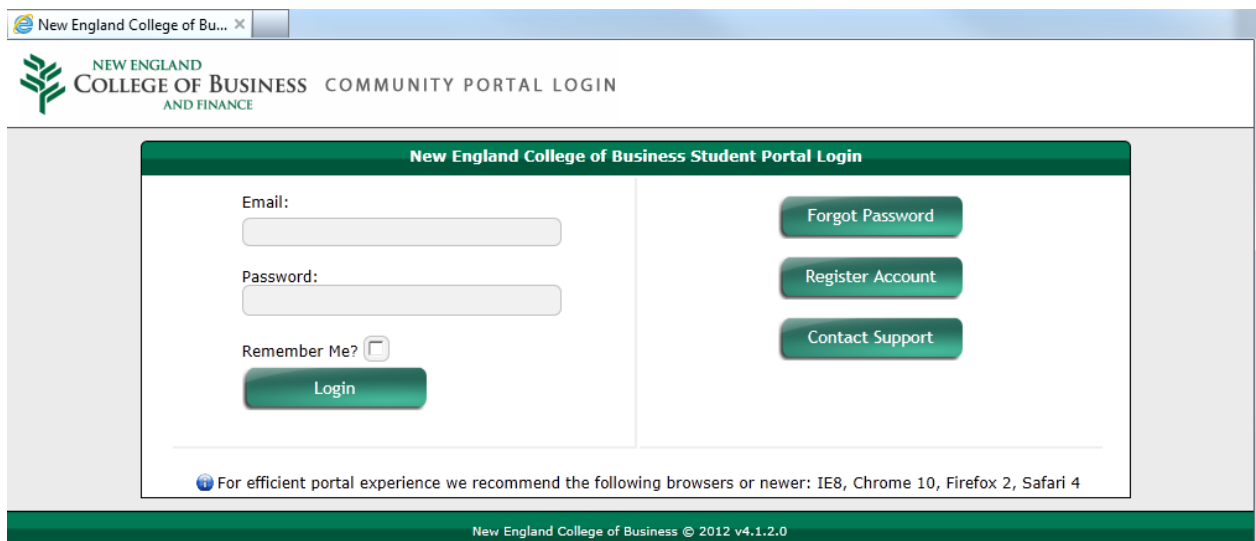
NECB has a new and improved MyNECB Student Portal! This Quick Start Guide guide will help you to navigate through the registration process.

1. Url

You can access the MyNECB Student Portal by clicking on the link in the upper right hand side of the www.necb.edu home page, or by clicking on this link: <https://portal.necb.edu>

2. Login Page

- **Are you new to NECB?** If you are a new NECB student and have completed the enrollment process through the Enrollment Portal, you can logon using your registered email address and the password you were provided. If you have changed your password during the enrollment process, please use your new password. If you are unable to logon, skip to Step 5 on page 3 and follow the instructions to register your account.
- **Are you an existing NECB student?** Because this is a new and improved student portal, you will need to register by clicking on the green “[Register Account](#)” button. Skip to step 5 on page 3 and follow the steps to register your email address and to choose a password.



The screenshot shows a web browser window with the address bar displaying "New England College of Bu...". The page header includes the New England College of Business logo and the text "NEW ENGLAND COLLEGE OF BUSINESS AND FINANCE COMMUNITY PORTAL LOGIN". The main content area is titled "New England College of Business Student Portal Login" and contains a login form with the following elements:

- Email:
- Password:
- Remember Me?
- Login button
- Forgot Password button
- Register Account button
- Contact Support button

At the bottom of the form, there is a note: "For efficient portal experience we recommend the following browsers or newer: IE8, Chrome 10, Firefox 2, Safari 4". The footer of the page reads "New England College of Business © 2012 v4.1.2.0".

3. Forgot Password

If you have forgotten your password, you can retrieve it by entering your registered email address into this field. An email will be sent to the email address that contains your account credentials.

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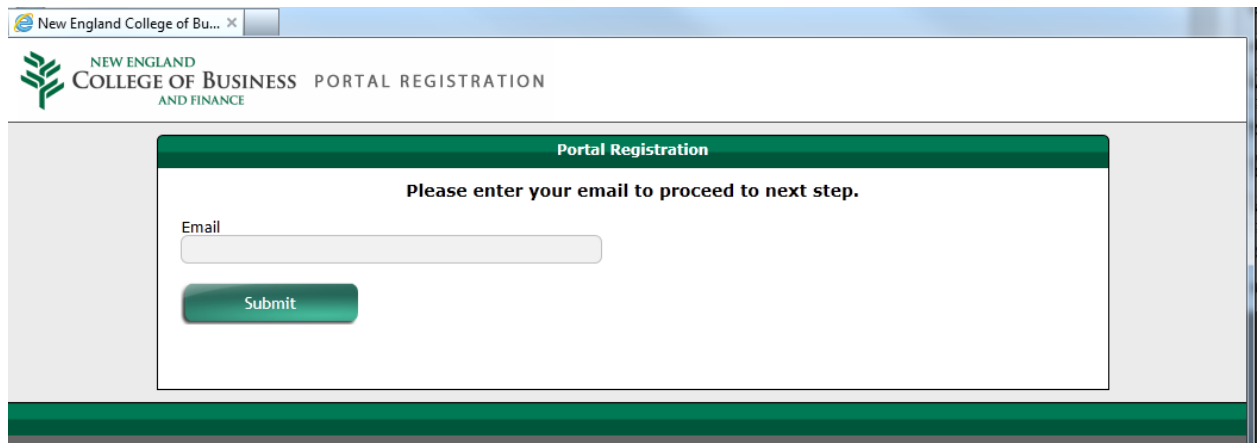
4. Contact Support

Students are provided the option to submit a support request to our MyNECB Student Help Desk via the contact support link on the login screen. Students are required to include their email address, issue type, subject, and a description of the issue that they are having with the portal.

The screenshot shows a web browser window with the address bar displaying "New England College of Bu...". The page header includes the college logo and the text "NEW ENGLAND COLLEGE OF BUSINESS AND FINANCE COMMUNITY PORTAL LOGIN". The main content area is titled "New England College of Business Contact Portal Support" and contains the following text: "Please fill out the form below to submit an issue to the portal support team." Below this text are several form fields: "Email" (text input), "Issue Type" (dropdown menu with "Select One" selected), "Subject" (text input), and "Body" (text area). A CAPTCHA box displays the text "L3V77" and the instruction "Enter the text seen to the left:" with a small icon. Below the CAPTCHA is another text input field. At the bottom of the form is a green "Submit" button. The footer of the page reads "New England College of Business © 2012 v4.1.2.0".

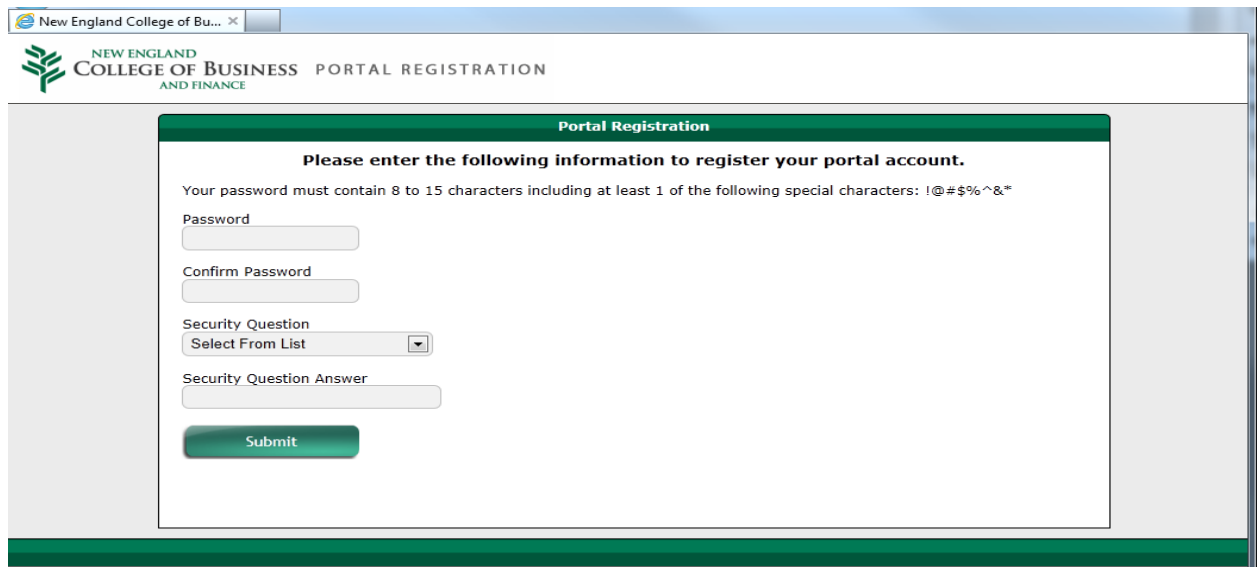
5. Account Registration

- **Are you new to NECB?** The account registration feature is available as a backup in case the student accounts are not being imported properly from the Enrollment Portal. This allows you to proceed with manually registering your account. In order for you to proceed past the Step One, the email address that you used during the enrollment process must be entered.
- **Are you an existing NECB student?** Because this is a new Student Portal, all existing NECB students will need to go through the registration process. In order for you to proceed past Step One, enter the email address that you used with the previous MyNECB portal.



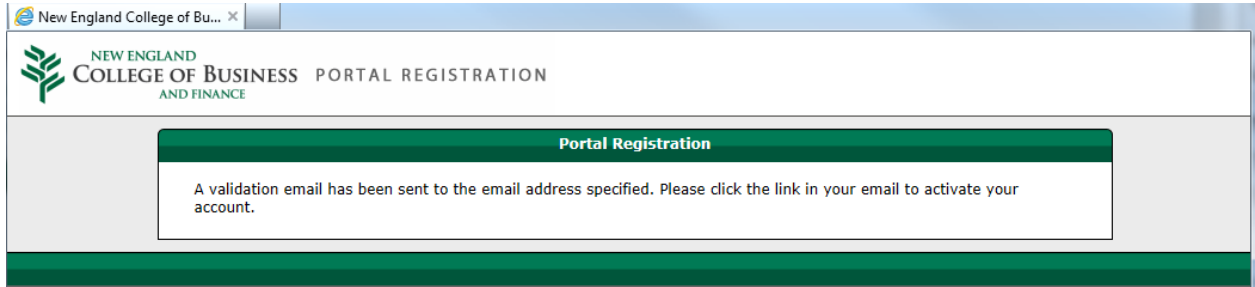
The screenshot shows a web browser window with the URL "New England College of Bu...". The page header includes the logo for "NEW ENGLAND COLLEGE OF BUSINESS AND FINANCE" and the text "PORTAL REGISTRATION". The main content area is titled "Portal Registration" and contains the instruction "Please enter your email to proceed to next step." Below this instruction is a text input field labeled "Email" and a green "Submit" button.

STEP TWO: After successfully entering the correct email address that is on file, you will be prompted to enter your new password and security information. Once the password entered has satisfied the complexity requirements, you will be required to move to the next step.



The screenshot shows a web browser window with the URL "New England College of Bu...". The page header includes the logo for "NEW ENGLAND COLLEGE OF BUSINESS AND FINANCE" and the text "PORTAL REGISTRATION". The main content area is titled "Portal Registration" and contains the instruction "Please enter the following information to register your portal account." Below this instruction is a note: "Your password must contain 8 to 15 characters including at least 1 of the following special characters: !@#\$\$%^&*". The form includes the following fields: "Password" (text input), "Confirm Password" (text input), "Security Question" (dropdown menu with "Select From List" selected), and "Security Question Answer" (text input). A green "Submit" button is located at the bottom of the form.

STEP THREE: The next step requires you to check your email account for a validation email from NECB. The validation email will contain an “Activate Account” link that must be clicked to activate your account.



STEP FOUR: If the “Activate Account” is successful, you should see the “Account Registration Complete” screen as shown above. At this point, you will be allowed to logon to the student portal by clicking on the “Student Portal” link as shown in the picture below.

