Dear Student,

I'm sure that you are excited to start attending New College! To help with this transition, please carefully review this message to find out what your New College email address, username, and initial password is. Your username and password will allow you access to a variety of Information Technology services including the Course Request System. You will receive information on the Course Request System in a future email.

Your New College Email address is: First Name.Last Name12@ncf.edu

For example John Doe is: John.Doe12@ncf.edu

To access your Email, please visit the NCF portal at https://myncf.ncf.edu, or by clicking the “My NCF” heading located at the top left of the website. Please enter your username and password, detailed below, and use the envelope link on the launch pad located on the left side near the top of the page.

Your Username is: First Name.Last Name12

For example John Doe is: John.Doe12

Now this is the tricky part, so please read carefully:

Your password is a combination of the letters "Ncf," your birthday in the form of the 2 digit month and 2 digit day, and the last four digits of your social security number (SSN). So, if you were born January 15th and the last four of your SSN is 0987, then your initial password is *Ncf01150987.* If your SSN is not on file, then replace the last four numbers with your zip or postal code.

Please visit https://reset.ncf.edu/reset/ to change your password.

If you have any questions please don't hesitate to contact the Office of Information Technology at (941) 487-4350 or it@ncf.edu.

Sincerely,

Kathy Killion
Dean of Enrollment Services and Information Technology
New College of Florida