

New College of Florida

MyNCF App Gateway Enrollment

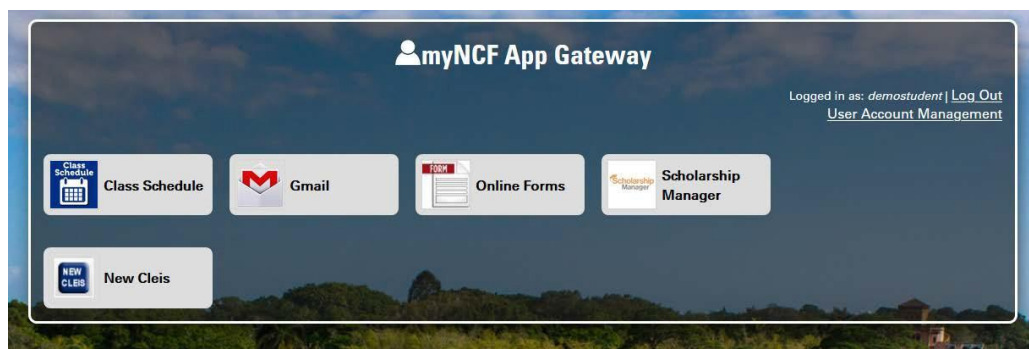
The Gateway is your portal to NCF scholarships, online forms, the class schedule, and more. These instructions will aid you in setting up your App Gateway and explain how to make an Enrollment Deposit.

For help setting up your MyNCF App Gateway Account, contact NCF Admissions at admissions@ncf.edu or call 941-487-5000, option 1.

1. Go to: <https://myncf.ncf.edu>
2. Enter the NetID and initial password you received in the 'Creation of your NCF account PART 1 & 2' emails (sent to you from apply@ncf.edu - check your spam folder)



3. Set up your enrollment challenge answers (security questions)
4. When prompted, add a secondary/alternate email address that is **not** your @ncf.edu address. This address will be used for account recovery in case you forget your password. Please note, the secondary email is not subject to Sunshine laws
5. Check your secondary email address. You should receive an email from PortalGuard with a one-time password to confirm ownership of the email account
6. Copy and paste the password from your email into the dialog box
7. Accept the Terms of Use



Please note the above image may not represent the exact view available to your user type

How to Make an Enrollment Deposit

8. Click on the NewCleis tile
9. Click on View and Pay My Bill
10. Click on "make a payment" in the menu bar to the left
11. Select "New Student Enrollment Deposit"
12. Select the term in which you plan to attend