



TO ACCESS YOUR NUNEZ EMAIL ACCOUNT:

- Go to the [Nunez webpage](#) and click **Nunez Email** in the upper center of the page.
- Enter your username and password using the following conventions:
  - Your user name consists of your full first name, your full last name and @student.nunez.edu.  
*Example: johnsmith@student.nunez.edu*  
**NOTE:** If you registered **before** the Summer 2012 semester, use your entire first name, a period, your entire last name, then @student.nunez.edu. *Example: john.smith@student.nunez.edu*
  - Your password is your first and last initial, your date of birth (MMDDYY), and then P@ss.  
*Example: John Smith with a date of birth of 01/01/1990 would have the password: js010190P@ss*  
**NOTE:** if you registered **before** the Summer 2012 semester, use your entire last name and the first initial of your first name for your password. *Example: John Smith's password is smithj*
- Once you login, it is recommended you change your password by clicking on the settings icon (looks like two gears) in the left hand column, then click on **Account Settings**.
  - In **Account Settings**, enter your provided password in the first line then enter your new password in the second line, and confirm in the third.
  - REMEMBER to click **Save** at the top of the screen before exiting **Account Settings**.

If you have any questions or problems with logging into your Nunez Email Address you can contact the Nunez IT Help Desk at:

IT Help Desk

[help@nunez.edu](mailto:help@nunez.edu)

(504) 278-6279