



How Do I Access My Email Account and My NazNet Account?

You may locate your User ID for NazNet and setup your password for NazNet by following these steps:

To log into NazNet:

1. Go to www.naz.edu
2. Click on Quick Links
3. Click on NazNet
4. Click on "I'm new to NazNet" which is on the bottom right side of the screen
5. Follow the four steps to login for the first time. Click ok to proceed.
6. You will be prompted to enter your last name and either your social security number or your seven-digit Naz ID number, click on submit.
7. Send temporary password to:
Click on the drop down menu to select your Nazareth email address. This is where your temporary password will be sent. Please make note: your user name is the portion of your Naz Email before the @naz.edu. **In some instances your NazNet user name and Email user name may not be exactly alike.**
8. The temporary password will be sent to your Nazareth Email account (WebMail)

To log into WebMail (Nazareth Email Account):

1. Go to www.naz.edu
2. Click on Quick Links
3. Choose WebMail
4. Type in your Email Username (as noted in #7, ex. jd0e4, it is not necessary to put the @naz.edu after the user name)
5. Your password is your seven-digit Naz ID number
6. Once you enter your E-mail screen, click on the "Check" button to retrieve your new mail. (Note: the temporary password may take a few minutes to appear) Look for the message with the subject line: "Your NazNet Response." Open this message and retrieve your temporary NazNet password.
7. Go to www.naz.edu
8. Click on Quick Links
9. Choose NazNet
Click on the "Log In" link at the top menu bar on the right. Type in your user name and the temporary password you just retrieved from your WebMail (Nazareth Email Account) account. Please use all lower case letters. (To make sure you have the correct NazNet user name click on the "Account Information" link at the bottom right hand side of the screen where you can retrieve this information)
10. There will then be a prompt to change this password. Enter your user name, put in the temporary password, then the new password that you have chosen. Your new password must be 6 to 9 characters in length and include both letters and numbers. Please put a password hint in the box indicated. Click on submit.
11. You will be brought back to the main NazNet menu page where you will select the "Students" button to your right (blue button) and you will now have access to your account information.

If NazNet does not display a username for you, you have not yet been entered into the system. Information Technology Services (ITS) will create Email & NazNet accounts for each new user every Monday. Please try again next Tuesday. If you have questions, you may call User Support at 585-389-2111.