

1. Log in to BanWeb.
2. Click “Personal Information”

Personal Information
View your address(es), phone number(s), emergency contact information, & marital status; directory profile, View Account Summary, make Credit Card Payment.

Student and Financial Aid
Apply for Admission, Register, View your academic records and Financial Aid

Employee
Benefits, leave or job data, paystubs, W2 and W4 data.

3. Click “Activate New Google Apps Account (Email)”

Account Summary

Make Online Payment
Make payment online through third party site.

Activate New Google Apps Account (Email)
Activate your Google Apps account(s), select options and get your password.

4. Click “Activate” next to your email address.

Accounts registered to: [dropdown] (ID # [dropdown])

Activate	Original Email Address	=> New Email Address	Password	Activation Date
<input type="button" value="Activate"/>	[email address]@nmt.edu	=> [email address]@nmt.edu	#####	23-MAY-16
Account Aliases for [email address]@nmt.edu: [email address]@nmt.edu				

5. Click the appropriate answer for the ITAR/EAR questions and click either “Accept” or “I do not agree”
6. Click “Return to the main email listing page”
You should see your temporary password on this screen.
7. Login using your new email and temporary password at gmail.nmt.edu
8. Enter your new password into the boxes and click “Update password”
9. You may see a message that says "Login to Gmail has been disabled because your messages are being redirected to a non-Gmail mailbox." This is normal as these Google accounts aren't actually turned on. The process to turn these accounts on will begin on May 23.
10. If you have any questions or if you encounter any issues, contact us at uc@nmt.edu or at x5700