

New Email Account Set-Up

New student email accounts will not be created by a school-based email administrator. Students will require their Student ID number and birth date to create their own account using the self-service link below.

- You'll need your Student ID (300xxxxxxx number) and birth date.
- Then go to <https://selfservice.nspes.ca/cgi-bin/account.pl>
- Complete the presented pages


NSPES/Self Service

Step One - Fill in your current information

User ID or Student ID(ten digits): Must use student ID first time.
Birth Date (YYYY-MM-DD): Date format as you see to the left
Favorite Color:

Note: If you are retrieving your account that was setup earlier, you must select the same phrase and response you used to get your account originally.

Success with this form will give you access to [NSPES E-mail](#) and [Our Cloud Storage](#).



Pick a security question and type an answer you will remember. This will be needed when resetting a password.

NSPES/Self Service

Step Two - Choose your password and click Update to save your credentials

John Smith your userid is **sjd234567** and your student ID is **xxx234567**

What is your oldest sibling's middle name?

Password:

Ready to update password. Please enter your new password twice and click button to complete.

Checks are made to the password to ensure it is the appropriate length (4 or greater), that it has enough character groups (letter, numbers and special characters), that it does not contain the same characters repeatedly or ascending or descending characters, or characters close to each other in the keyboard. It will also attempt to search a dictionary word file for existence of whole words.

Step Three - Passwords are being synchronized...

Attempting to modify password for **sjd234567**

Success! **sjd234567** is now active with the password entered.
You may close this tab/window now
Add this email to your smartphone or tablet [here](#).
Log in to webmail [here](#).

You now have a new email address! To log in, go to <https://nspes.ca>

Username: _____ **@nspes.ca**

Password: _____ **(Put this in a safe location at home)**

Example: Jeremy Lewis Matthews with student number 3000077002 will have email address:
mjl077002@nspes.ca

Password Reset

If a student needs to reset a password they can do so via the self-service link at
<https://selfservice.nspes.ca/cgi-bin/account.pl>

Migration and Forwarding of email from previous @student account

If a student has email in their previous @student.ednet account they need to access, they can migrate mail from the @student.ednet account to the @nspes account using this link:
<https://selfservice.nspes.ca/cgi-bin/migrate.pl> Students will also be able to set a forward so that email to @student account is forwarded to their @nspes account. They should be aware though that the @student server will not continue to run indefinitely and they should ensure contacts are notified to change to the new email address.

Cloud Storage

All students have access to cloud storage for files. This storage is accessible from home, school, or any computer on the internet. It can be accessed at <https://ourcloud.nspes.ca> using their complete @nspes email address as the username and their new email password.