



Step 1: Go to the <u>NSC website</u> and click the Login icon at the top right hand of the screen.

Step 2: Log in with your NSHE Number (student number) and Password

NEVADA STATE COLLEGE
Sign In
NSHE/NSC ID
Password
LOGIN
Forgot Password   First Time Users   Need Help?
Terms of Use: By logging into myNSC, you agree to abide by the <u>NSHE Computing Resources Use Policy.</u>



## Step 3: Click on Apps

🗞 Qu	ickLaunch		•
FAVOR	RITES		Z
	PeopleSoft		
8	WCOnline		
0	KBox Support Portal		
		Manage Favorites	+Add
LAUN	CHPAD		
Ø	QUICK LINKS		
	Email (Office 365)		
1	Faculty Center		
	Files		
1	<ul> <li>Online Courses (Webcampus/Canvas)</li> </ul>		
1	Refer Student to the Student C.A.R.E. Team		
1	Refer Student to Student Conduct		
	Scorpion Card		
	Survey Tool/Qualtrics		
-	Workday		
<b>H</b>	APPS		
Ð	FACULTY CENTER		
E E	HUMAN RESOURCES		
- +	LIBRARY		
	PEOPLESOFT		

Step 4: Click on **Scorpion Success Network**. You can drag the Scorpion Success Network to your favorites section of the Quick Launch Section.





Step 5: Click on the three lines on the left side of the screen



Step 6: Click the arrow shown in the picture below to update your Scorpion Success Network (SSN)



Step 7: Click Institutional Profile

Don Maitz	^
Institutional Profile	
Appointment Preferences	
Email Notifications	
Help	

Step 8: Select your **Default Login Page** (this will be the page that you see when you log into to SSN).





Step 9: Indicate your **Title** (this will be public)

## **Contact Information**:

Login: NSHE (will be automatically inputted) Institutional Email: NSC email (will be automatically inputted) Phone: Direct line (can be adjusted) Time Zone: Pacific Time

	Login Page Default Login Pa	ge 💙	
	Title Academic Adviso	or II	
	Contact Information		
Upload Photo	Login	Institution Email	
	Phone	Alternate Email	
	Cell Phone	Video Phone	
	Send my correspondence to	Institution Email O Alternate Email O Both	
	Display all time zones	Time zone (GMT-08:00) Pacific Time	~

## Step 10: Complete the General Overview and My Biography, then click submit

General Overview
A general message should go here. Teil people how you can help them during your office hours.
He Disease by
мувюдгарпу
Use this space to tell others about yourself. You can include your educational background, work experience, areas of research and study, or any other information that would be relevant to others on campus. Students are more likely to reach out to you if they know a little about you.
* Required fields Never Ind Submit