The Non-Employee Identity Suite (NEIS) is used to store identifier information for our students/faculty. It is also used to allow the students/faculty to claim their account by validating their personal information. This is a one-time assertion. There is no need for additional authentications into the NEIS by students/faculty. Any changes to identifier information should come be reported to studentprograms@novanthealth.org.

Once the students/faculty **have claimed their identity**, the onboarding workflow will generate a CorpID and initiate the password registration in the new OneIM solution. On their start date application access will be applied, if applicable.

1. A “**Novant Health Account Claiming Invitation**” email will be sent to your personal email. This will prompt you to claim your identity. In NEIS, you **must setup a local password that will only be utilized this one time.** You will be prompted to enter your personal information (First Name; Last Name; Last 4 SSN; Birth Month; Birth Day).
	1. There is potential for the NEIS email to be treated as SPAM; reassigned to a trash/junk folder.
	2. Portal URL link is only valid for 14-days to claim your identity. If after 2 weeks contact studentprograms@novanthealth.org.



1. In the email, click on the Portal URL link.
2. The NEIS Account Activation page will open on your device browser.

 

1. Complete the following fields with your information:
	1. **First name** – enter your legal first name
	2. **Last name** – enter your legal last name
	3. **Birth month** – click in the -Select- field and select your birth month value from the drop-down
	4. **Birth day** – click in the -Select- field and select your birth day value from the
	5. drop-down
	6. **Select last 4 of SSN attribute (nhlast4ssn) from dropdown** – click on the field and select **nhlast4ssn**
	7. **Last 4 of SSN** – Enter last 4 digits of your SSN
2. Click on the **Next** button on the lower right of this page. The NEIS Account Activation password page will display. Create your one-time NEIS password.
* Must be at least 8 characters long
* Must contain 1 special character
* May not be a Dictionary word



1. Enter New Password
2. Confirm new password
3. Click on the Claim Account button on the lower right of this page.
4. The Account Activation – Congratulations page displays with your User ID



1. Click on the **Log in** button on the lower right of this page.
2. Once NEIS account is claimed, you will receive the “**Your account is successfully claimed**” email.
	1. This “Successfully Claimed” email is only sent to the student/faculty.
	2. Potential for NEIS email to be treated as SPAM; reassigned to a trash/junk folder.



1. Within 24 hours, you will receive the "**Begin MyPassword registration**” email. This email will include your Novant Health CorpID.
	* 1. Click on the URL link on the "**Begin MyPassword registration**” email. (<https://secure.novanthealth.org/>)
		2. The Novant Health Password Manager Portal screen will display on your device. Enter:
			+ Username: **stuser**
			+ Password: **ST3892D**

This will be used to securely authenticate and direct you to the Novant Health Password Manager screen.

* + 1. On the Novant Health Password Manager screen, enter your username (CorpID) found on the "**Begin MyPassword registration**” email.
		2. On the Password Manager Home page, click on the Account Activation link.
		3. Continue to follow prompts on the screen to complete your verification and registration for MyPassword.
			- The password created during password registration will be used to authenticate to the Novant Health network and is valid for the next 90 days.



1. Once you have completed the MyPassword Registration process, you will receive the “**MyPassword registration complete**” email.



1. As part of the Novant Health onboarding process, you will also receive the “**Start date for**” email. **No further action is required at this time.**

