

POST APPLICATION EMAILS and MFA (Multi-Factor Authentication) Set-Up with Screenshots for DE Applicants

EMAIL #1: noreply@northampton.edu / Northampton Community College- Your Application Has Been Received!

*Click on the link provided titled “How to Apply to NCC’s Dual Enrollment Program” and complete steps 3-6 (FERPA, Transcript, Watch for your Admissions decision email, & Orientation).



Congratulations, [REDACTED]!

You have successfully submitted your admissions application for Northampton Community College!

Shortly, you will receive an email containing your Workday Student Portal and NCC student email login credentials. Your Workday Student Portal is the Student Information System that you will use to complete the steps necessary to enroll.

It is important that you follow the instructions in that email to create a new password and set up Multi-Factor Authentication (MFA) for your account.

If you do not receive your login credentials within 24 hours of submitting your application, please contact the NCC Help Desk at helpdesk@northampton.edu or 610-861-5413 for assistance.

You can also bookmark the [Enrollment Checklist](#) to stay on track with everything you need to do to start classes.

Please note, if you are a Dual Enrollment student, you should be following the steps [here](#) under "How to Apply to NCC's Dual Enrollment Program".

Remember, we’re here to help you along the way, so be sure to contact us if you have any questions.

Sincerely,

Admissions Office
Northampton Community College
Email: adminfo@northampton.edu
Phone: 610-861-5500

EMAIL #2: northampton@workday.edu / NO ACTION NEEDED!

A task awaits you / Change your password

*If you receive one or both emails, **you can ignore them**. One or both may arrive immediately following Email #1. You do not need to take any action. Please look for Email #3 which should arrive within a few hours after you complete your application.

IGNORE

----- Forwarded message -----

From: <northampton@otp.workday.com>

Date: Thu, Feb 26, 2026 at 3:43 PM

Subject: Reset your password for your Northampton Community College account

To: [REDACTED]



Click this link to reset your password

https://wd5-student.myworkdaysite.com/northampton/Undergrad_External_Student_Site/passwordreset/11hok2927rncummbhexp1pqmfl8txpsxg83d9i3mmbtak6sx1n85nii7qewb9v81pjhbauc5xl0l8kz12l0mzfb8ltdsq56xc

The link will expire after 24 hours.

IGNORE- Onboarding will be done after you receive your login credentials and log into Workday (Email #3)

Please log into the Workday system to complete this action.

Business Process: Complete Questionnaire 'Student Residency Determination - No Documentation v2' for Student Residency Event: Scott Toonder - Northampton Community College

Subject: Student Residency Event: Scott Toonder - Northampton Community College

[Click here to view the notification details.](#)

EMAIL #3: Support@northampton.edu

ACCESS YOUR NCC ACCOUNT NOW! IMPORTANT INFORMATION INSIDE.

*This email includes your Student ID #, Student Email Address, and Username for signing into the college system.

***You must open and complete your account setup by clicking the link provided. The link will expire in 7 days! If you do not click the link and set up your account, you will need to call the IT help desk for assistance: 610-861-5413**

Hi [firstname],

Welcome to NCC!

This email contains the important login information you'll need to access NCC systems, including your Workday Student Portal and NCC student email address.

Be sure to check your student email regularly — it's the main way we'll keep you updated on your next steps, important deadlines, and campus news. And don't forget to bookmark the [Enrollment Checklist](#) - it's a quick tool to help you stay on track as you get ready to join our NCC family. Please note, if you are a Dual Enrollment student, you should be following the steps [here](#).

- Your student ID number is: **[stuid]**
- Your student email address is: **[email]**
- Your username for signing into college systems: **[username]**

Please [click here](#) to setup your NCC Account.

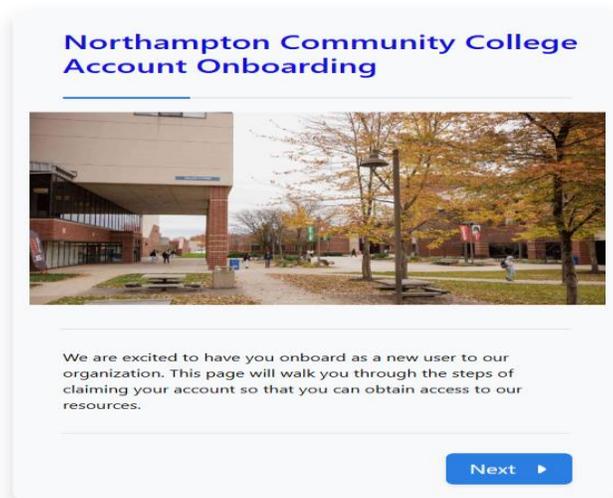
Please complete your account claim within 7 days. After this period, you will need to contact the Help Desk for assistance.

If you need help with your login credentials contact the NCC Help Desk at [610-861-5413](tel:610-861-5413) or email support@northampton.edu.

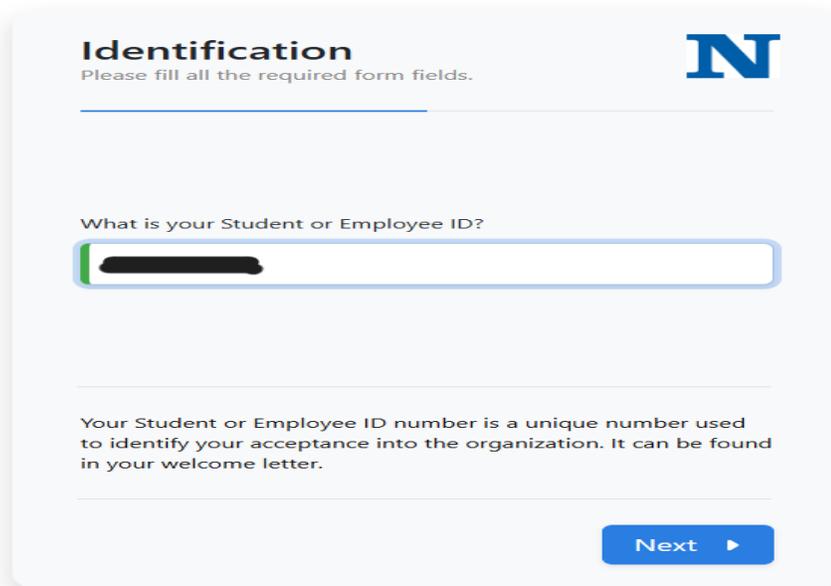
For admissions questions, contact the Admissions Office at [610-861-5500](tel:610-861-5500) or adminfo@northampton.edu.

FOLLOW THE STEPS IN THE LINK! STEP BY STEP SCREENSHOT GUIDANCE PROVIDED BELOW:

1: Click Next

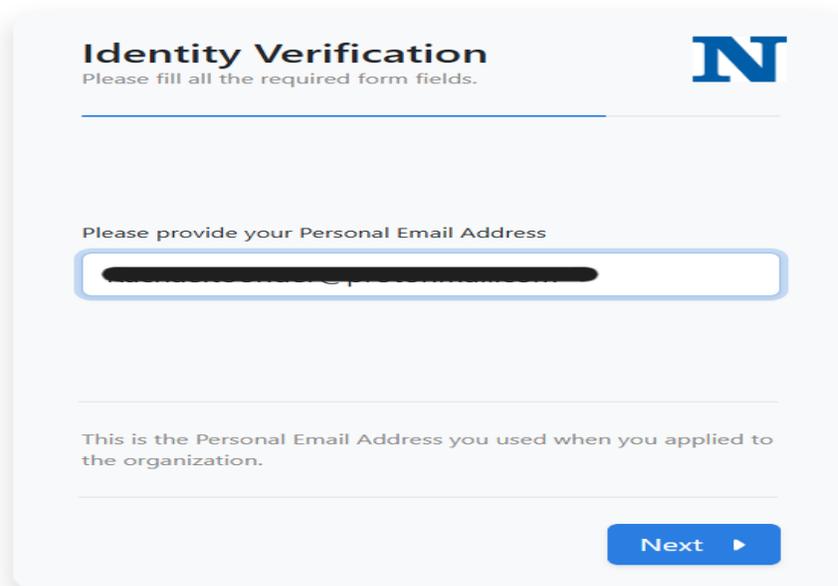


2: Enter your student ID # provided in email #3 from Support@northampton.edu:



The screenshot shows a form titled "Identification" with the Northampton Community College logo (a blue 'N') in the top right corner. Below the title is the instruction "Please fill all the required form fields." A horizontal line separates the header from the main content. The main content asks "What is your Student or Employee ID?" and features a text input field with a blacked-out ID number. Below the input field is a horizontal line and a paragraph of text: "Your Student or Employee ID number is a unique number used to identify your acceptance into the organization. It can be found in your welcome letter." At the bottom right, there is a blue button labeled "Next" with a right-pointing arrow.

3. Enter your personal email address. The same email you provided in your application:



The screenshot shows a form titled "Identity Verification" with the Northampton Community College logo (a blue 'N') in the top right corner. Below the title is the instruction "Please fill all the required form fields." A horizontal line separates the header from the main content. The main content asks "Please provide your Personal Email Address" and features a text input field with a blacked-out email address. Below the input field is a horizontal line and a paragraph of text: "This is the Personal Email Address you used when you applied to the organization." At the bottom right, there is a blue button labeled "Next" with a right-pointing arrow.

4. Create a personal password using the password requirements provided. DO NOT let the computer or phone select the password! You need to remember this password to get into all NCC platforms and when using different technology (iPad, computer, Chromebook, phone, etc...)

Specify password
Please fill all the required form fields.

Password

Confirm password

Password requirements:

- minimum length is 10 characters
- at least one uppercase character
- at least one lowercase character
- at least one numeric character
- at least one symbol character
- passwords must match

Next ▶

5. The next screen will confirm your username and password:

*Take a picture so you don't forget!

Congratulations!
The onboarding process was successful.

Username: [REDACTED]
Password: [REDACTED]

Onboarding completed successfully. Your account is enabled and the password is set. Please confirm that this your correct password. Please check your personal email account for further instructions about your account. If you have any questions, please contact the helpdesk.

6. You will receive an email from Support@northampton.edu / Account Claimed

This email confirms that you completed the above steps and your NCC accounts are now ready to use. Click on Office 365 or copy and paste the URL onto your browser and continue to login to your NCC email:

Hi [REDACTED]

You have successfully claimed your Northampton Community College account. NCC requires Multi-factor Authentication on all accounts. You can complete your onboarding process, and MFA setup by logging into Office 365 by clicking the link below.

[Office 365](#)

If you are unable to access the link above, please copy and paste the following URL into your browser

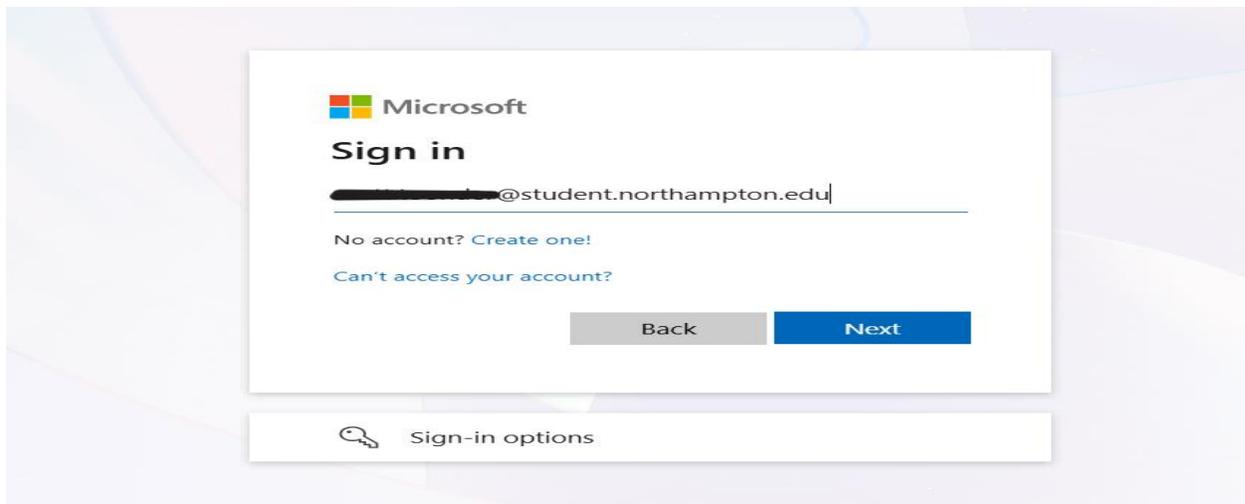
<http://outlook.office.com>

If you need help with your login credentials contact the NCC Help Desk at [610-861-5413](tel:610-861-5413) or email support@northampton.edu.



7. Fill in your student email address (Provided in email #3)

This will take you directly to your NCC email account which you MUST begin checking regularly! This is how you'll need to communicate with NCC and how NCC will communicate with you!



8. Continue through each step, setting up MFA (Multi-Factor Authentication), and logging into Workday, your student portal. IF you aren't directly guided to Workday, please [click this link and select Workday](#) and follow the instructions:

*Enter your NCC student email and password:



Use your Northampton Username and Password to sign in

Sign in

Welcome to Single Sign-in (SSO) to Northampton Community College systems
Change your password? [Click here](#)
Set up your account for automated future password resets? [Click here.](#)
If you need assistance please contact our Helpdesk at (610)861-5413.

Bienvenido al inicio de sesión único (SSO) en los sistemas de Northampton Community College
Cambia tu contraseña? [haga clic aquí](#)
Configurar su cuenta para futuros restablecimientos automáticos de contraseñas? [haga clic aquí](#)
Si necesita ayuda, comuníquese con nuestro servicio

9. Set up MFA, Click Next:

N NORTHAMPTON
COMMUNITY COLLEGE

██████████@student.northampton.edu

Let's keep your account secure

We'll help you set up another way to verify it's you.

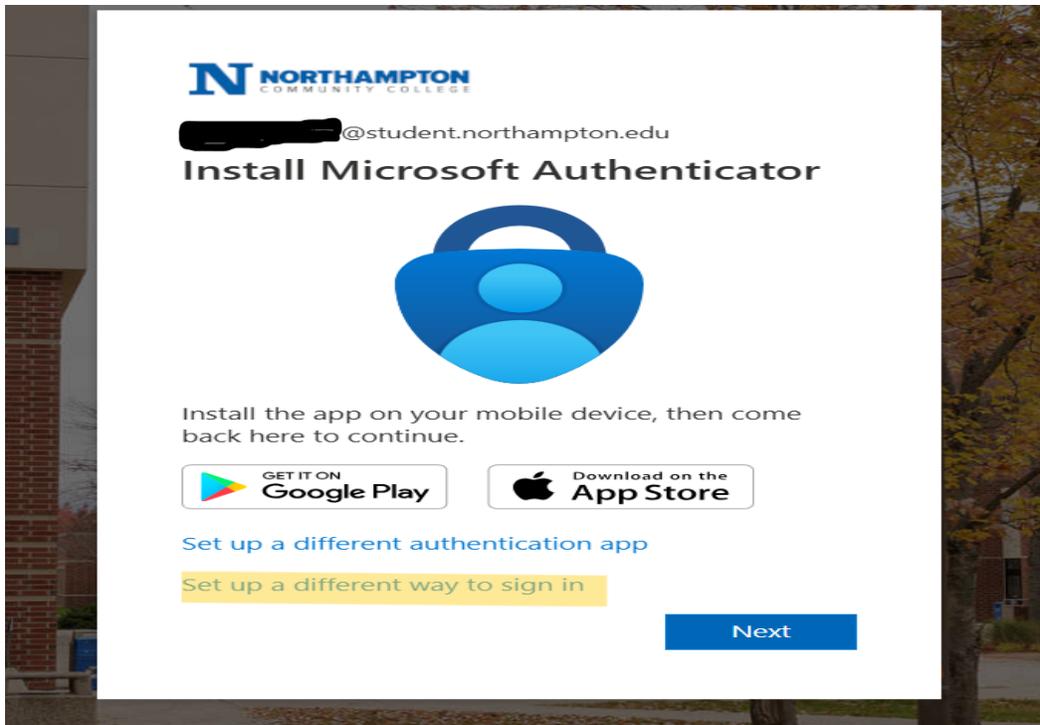
[Use a different account](#)

[Learn more about verifying your identity](#)

Next

Sign in to access Northampton Community College

10: We suggest bypassing the Authenticator app and instead select **“Set Up A Different Way to Sign In”** (see highlighted link below).



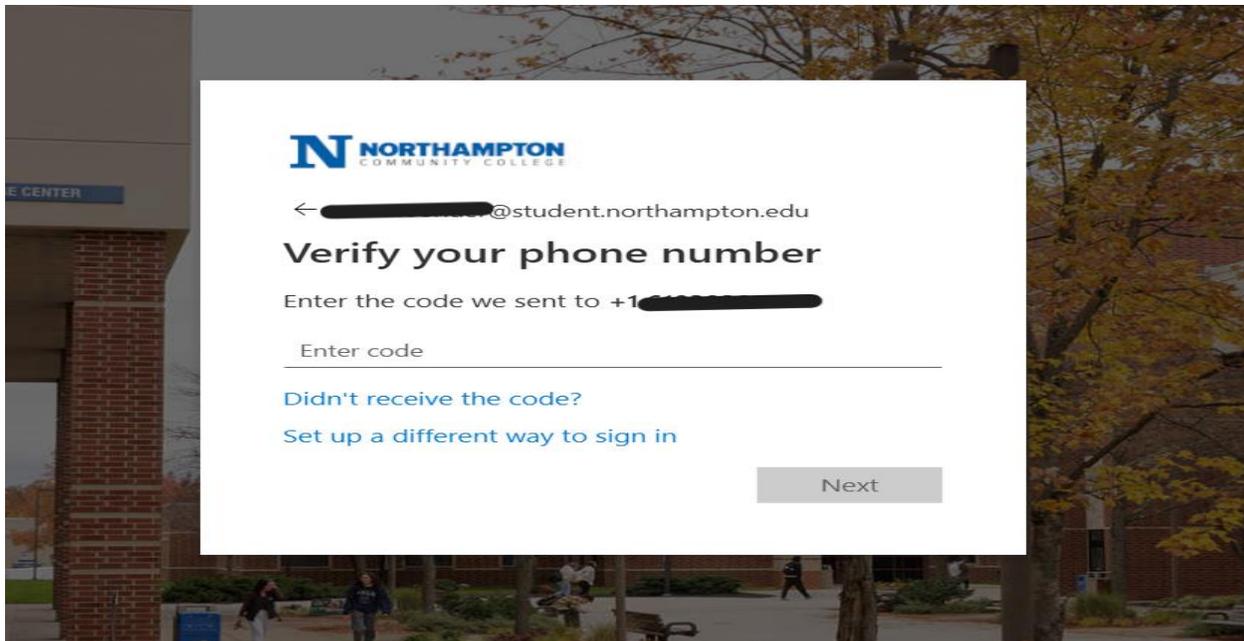
11. Choose to add your phone number and click Text a Code:

You must be using your own phone number, and you must have your cell phone available

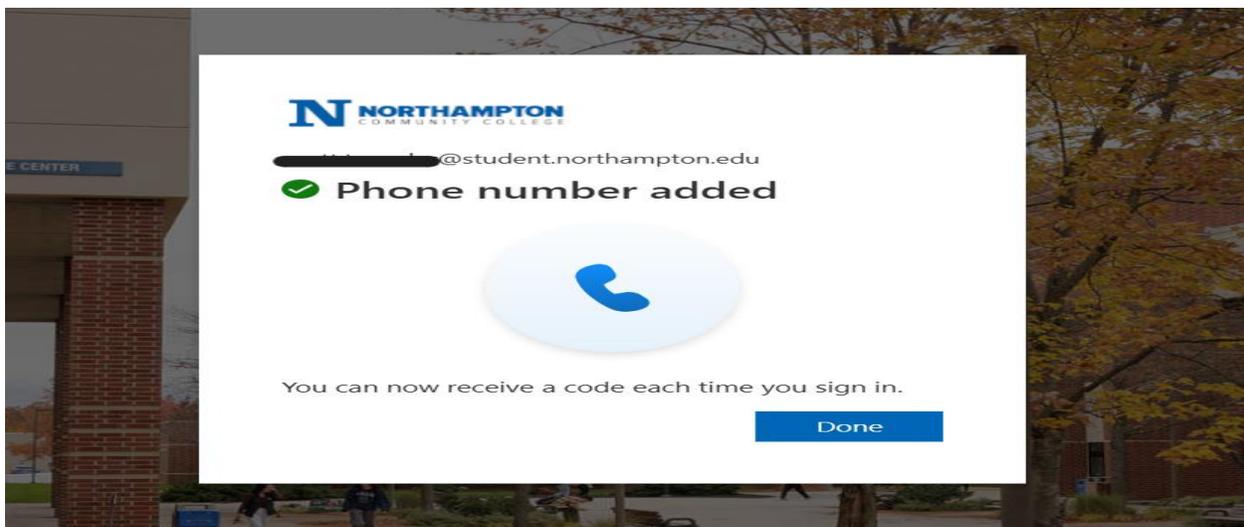
* If you do not have a cell phone, contact CollegeConnections@northampton.edu. We will work with our IT Helpdesk to get you a fob as an alternative login method.



12. Enter the 6-digit code sent to your phone via text:



13. Phone number added! Click DONE:



14. IF you aren't directly guided to Workday, please [click this link and select Workday](#)

You will now use your NCC email address and password to access and log into ALL NCC technology! Please bookmark the NCC GO page:

www.northampton.edu>Login>Studen Login

https://nccgo.northampton.edu/default/enrolled_student_home/index

Quick Links



Workday



Brightspace



Microsoft Email + Apps



Starfish



ITS Support Portal



Health and Wellness



Spartan Cares



Events Calendar



Workday:

- Contains Student Information
- Complete your onboarding requirements for course registration
 - You will receive an email prompting you to complete your onboarding (see screenshot below)
- Search and register for classes
- Pay your tuition bill
- See your final grade
- Change your major (should you plan to attend NCC after HS graduation)
- View & print an unofficial transcript

Brightspace/ DL2:

- Where your course information will be shared by your professor
- Where you will complete your course work
- Where you can find your course Syllabus and more!
 - Brightspace will become available 48 hours after you register for a course.
 - Your course will be posted 24-48 hours prior to the first day of class!

Microsoft / Office 365:

- Check and send messages from you NCC email account
- Check your email regularly
- Use Word, Excel, and more!

Email from NCC Admissions / Northampton@myworkday.com

Subject: Missing Items (you should receive this email 2 days after you receive your login credentials)

NEW DE students must complete Onboarding items prior to course registration

Continue through the DE Application Steps found on our website. ALL required for course registration:

<https://www.northampton.edu/admissions/dual-enrollment/>