

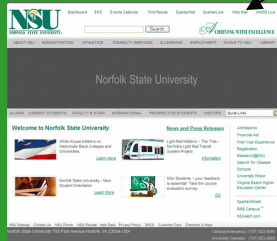
Welcome to Norfolk State University

You have taken several steps toward becoming a Spartan. Please follow the instructions below to access your personal NSU email account. The University will only send official email communications to this account. After you have access to your email, please look for the email entitled "Welcome to SpartanShield". SpartanShield is a gateway to all the updates regarding your financial aid status. If you have any questions about your email account or gaining access to SpartanShield, please call the NSU Help Desk at 757.823.8678. Congratulations on your acceptance to Norfolk State University.

BEHOLD THE GREEN AND GOLD!



1. To access your NSU email account, please follow the Webmail link which appears on the top of the NSU homepage or visit www.nsu.edu/webmail



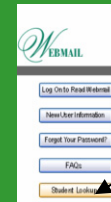
2. Your NSU Ligon ID will be the first initial.middle initial.last name. For example:

Student Name: Ira M. Student
NSU Ligon ID: i.m.student

3. The password will be a capital S followed by the assigned seven digit student ID plus a \$ at the end. Example: S1234567\$. You can also obtain your student ID from your admissions letter.

4. All passwords are REQUIRED to be changed when you log on to Webmail for the first time.

5. If you need further assistance, please click on the Student Look Up link on the right of the Webmail page or visit www.nsu.edu/studentlookup.



6. Once you have successfully logged into your NSU email account, look for an email from NSU Enrollment Management. This email will include instructions on how to check your financial aid status. Again thank you for applying to Norfolk State University.

If you have any questions, please contact the Office of Admissions at 757.823.8396 or 1.800.274.1821.