How To Login to NYU School of Law Web Applications

To access any NYU School of Law web applications, you need a NetID and a password.

- **The NetID**: The NetID is the unique ID code that NYU assigns to all NYU faculty, students, administrators, and staff. The NetID is usually printed on the NYU ID card. However, some NYU ID cards do not display the NetID. In that case, a NetID can be obtained by sending an email with First Name, Last Name, and SSN to law.webteam@nyu.edu.

- **The Password**: The default initial password is generated when a person is added to the Law School’s Core Personnel Database. The password can be retrieved through the “Retrieve Password” link on the general login page, which looks like Fig. 1 below.

*Fig. 1: The general login page*

As shown in Fig. 1 above, there are two fields on the general login page – the NetID field, and the Password field. Also, on the general login page, at the bottom are four links that can be very helpful to users. They are “Login Help,” “Retrieve Password,” “Change Password,” and “contact the Law School’s Webteam. Each of these links will be described in detail on the next few pages.

To login, the NetID and the Password fields must be filled in, and the Log In button must be clicked. If either the NetID or the password is incorrect, the system will display a warning message similar to that in Fig. 2, shown on the next page.
Fig. 2: Warning message for incorrect NetID or password.

When the Warning message appears, the user must try to login again by enter the correct NetID and password. If the user need further help, use any of the following available options:

- **Login Help:** Clicking on the “Login Help” link on the general login page would display this “How To Login to NYU School of Law Web Applications” guide in its entirety.
- **Retrieve password:** A password can be retrieved by clicking on the “Retrieve Password” link on the login page. The Retrieve Password page is shown in Fig. 3.

Fig. 3: The Retrieve Password page
A valid NetID must be used to retrieve the corresponding password. If a correct NetID is entered and the Submit button is clicked, the password is automatically sent to the email address that belongs to the NetID. The Retrieve Password confirmation page looks like Fig. 4.

Fig. 4: The Retrieve Password confirmation page

![Retrieve Password Confirmation](image1)

However, if an incorrect password is entered, a warning message would appear like that in Fig. 5.

Fig. 5: The Retrieve Password warning page

![Retrieve Password Warning](image2)

- **Change a password**: To change a password, click the “Change Password” link on the main login page. The Change Password page looks like that of Fig. 6 on the previous page. On this page, the user must enter his/her NetID and the current password. Then, he/she must enter the new password twice. These two entries of new password must be exactly the same for the change to be successful. This is done to make sure the newly entered password is what the user wants. If all the information is entered as described, a Change Password Confirmation page would appear telling the user that the password change was successful. Within a few seconds of displaying that confirmation page, the system would automatically display the
general login page again, allowing the users to access the desired application with their NetID and their new passwords.

Fig. 6: The Change Password Page

If not all the information is entered correctly on the Change Password page, a warning page would be displayed like Fig. 7.

Fig. 7: The Password Change Warning Page

• Contacting the Webteam: To contact the Webteam, click on the law.webteam@nyu.edu link at the bottom of the page.