

Setting Up Your CNM Password

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Your CNM Email and Username

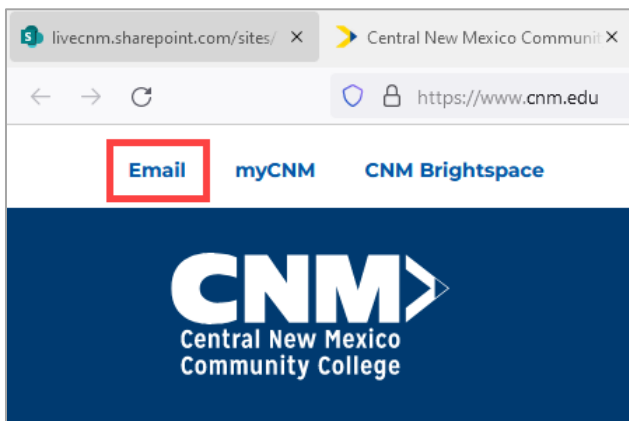
Your CNM username is typically your first initial, last name, and sometimes a number. This is the first part of your email address before @cnm.edu.

Your CNM email address is sent to your personal email.

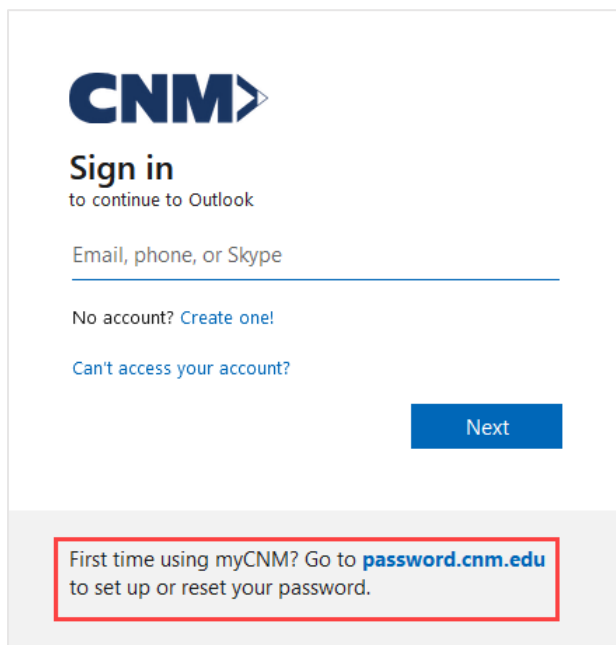
- Email Example: **jsmith22@cnm.edu**
- Username Example: **jsmith22**

Setting up Your CNM Password

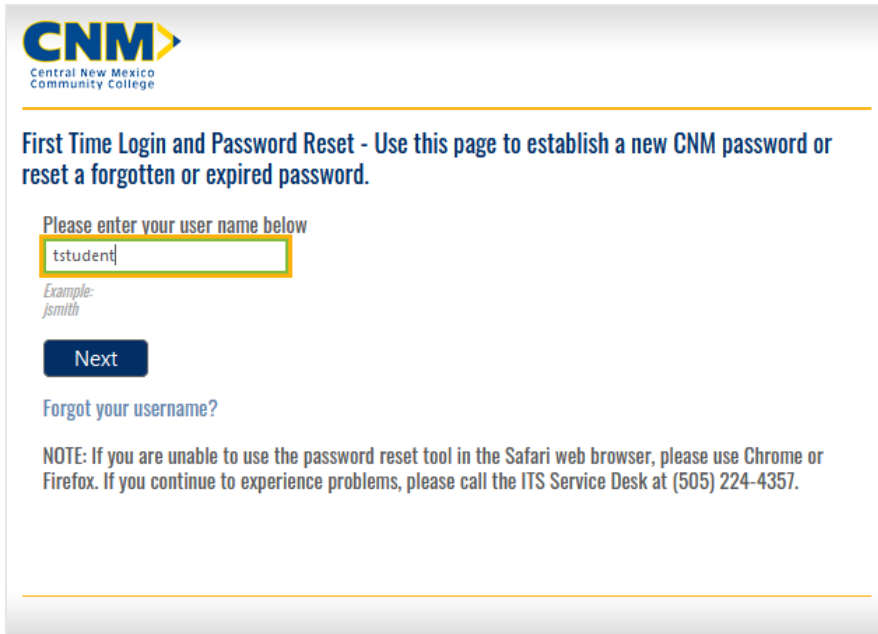
Faculty, staff, and students logging onto myCNM or email for the first time can get to their account through www.cnm.edu.



1. Select **Email**.



2. Select **password.cnm.edu**.



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First Time Login and Password Reset - Use this page to establish a new CNM password or reset a forgotten or expired password.

Please enter your user name below

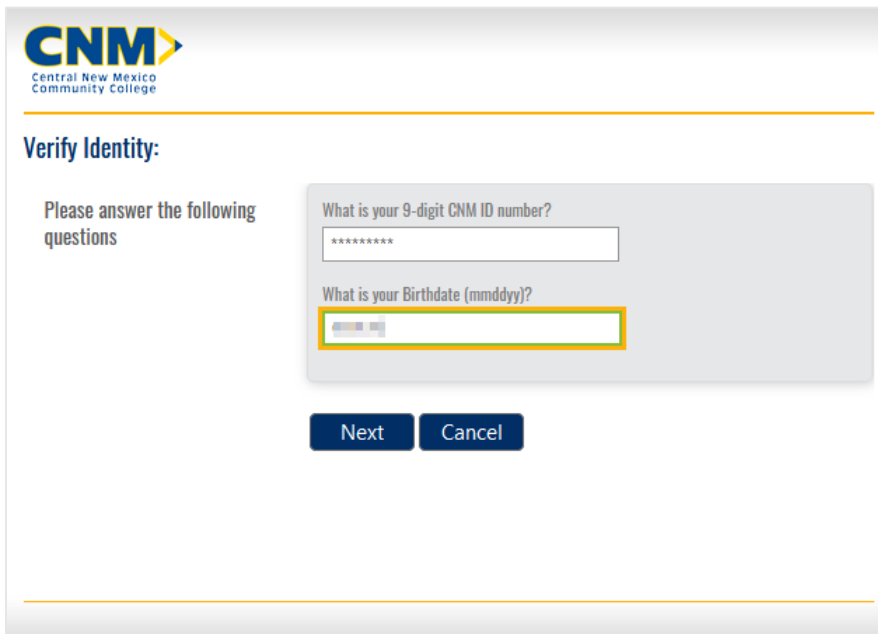
*Example:
jsmith*

Next

[Forgot your username?](#)

NOTE: If you are unable to use the password reset tool in the Safari web browser, please use Chrome or Firefox. If you continue to experience problems, please call the ITS Service Desk at (505) 224-4357.

3. Enter your username and select **Next**.



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Verify Identity:

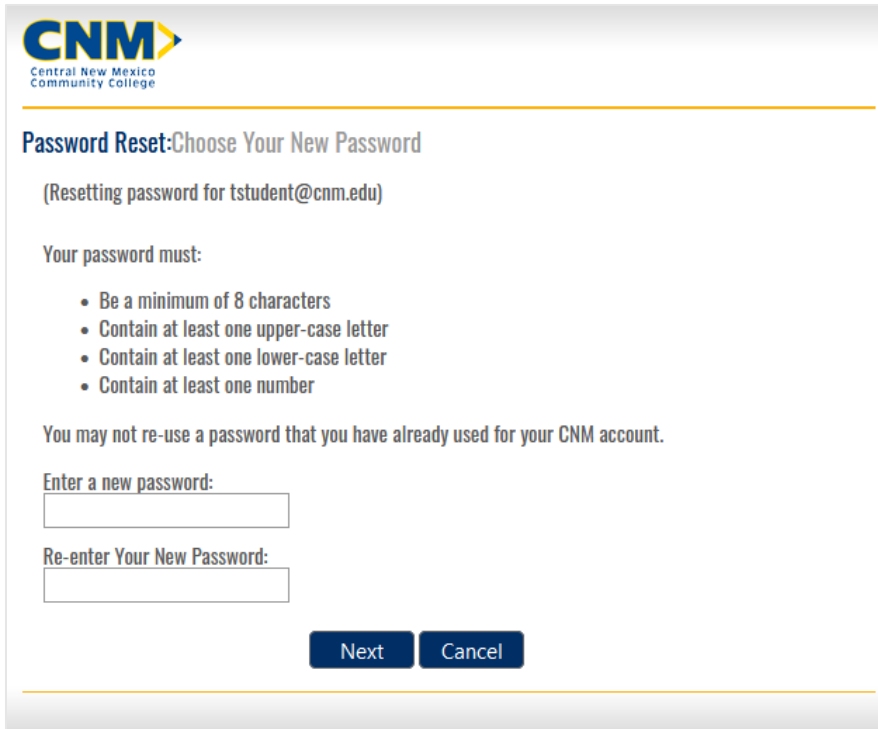
Please answer the following questions

What is your 9-digit CNM ID number?

What is your Birthdate (mmddyy)?

Next **Cancel**

4. Enter your **9-digit CNM ID number** and **Birthdate (mmddyy)** and select **Next**.



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Password Reset: Choose Your New Password

(Resetting password for tstudent@cnm.edu)

Your password must:

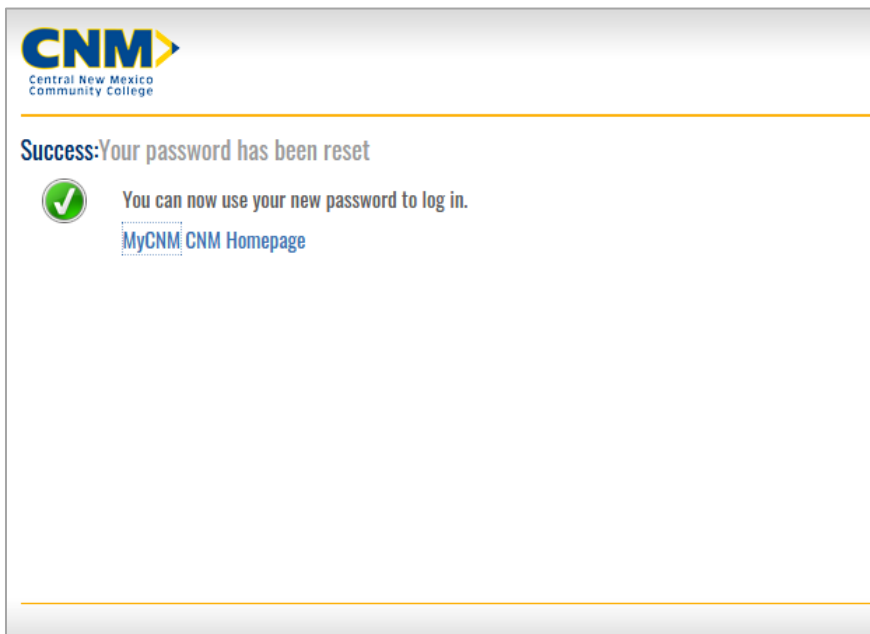
- Be a minimum of 8 characters
- Contain at least one upper-case letter
- Contain at least one lower-case letter
- Contain at least one number

You may not re-use a password that you have already used for your CNM account.

Enter a new password:


Re-enter Your New Password:

5. Create a password following the [password guidelines](#).
6. Enter your new password and select .



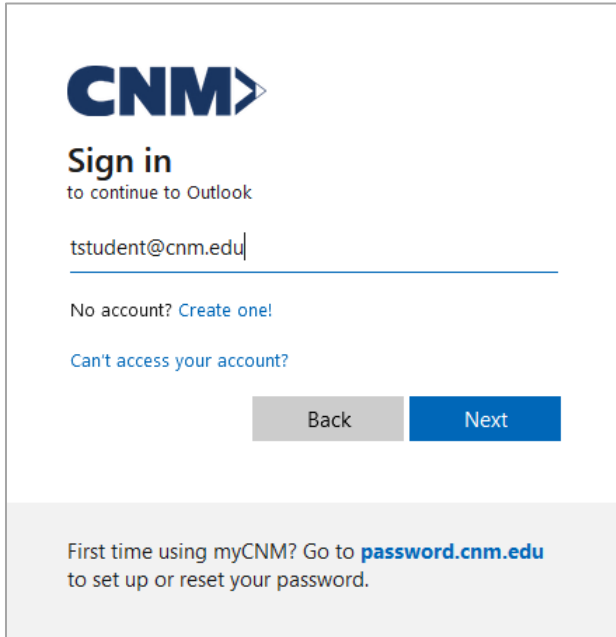
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Success: Your password has been reset

 You can now use your new password to log in.

[MyCNM CNM Homepage](#)

Logging onto CNM Systems for the First Time



CNM

Sign in
to continue to Outlook

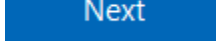
tstudent@cnm.edu

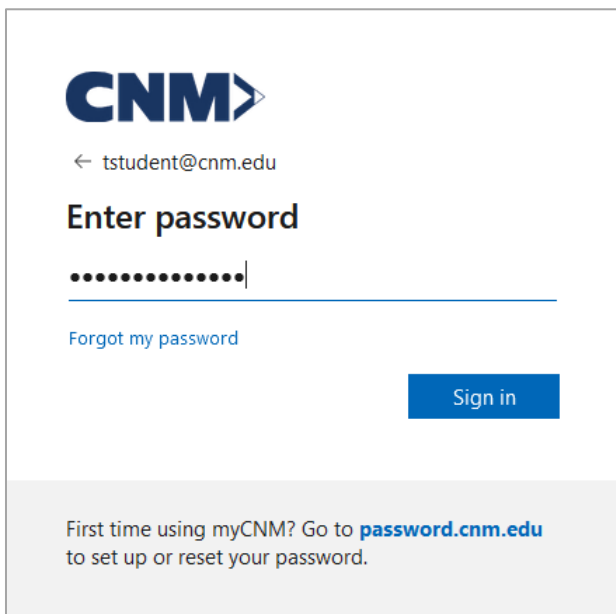
No account? [Create one!](#)

[Can't access your account?](#)

Back Next

First time using myCNM? Go to password.cnm.edu to set up or reset your password.

1. Type your email and select 



CNM

← tstudent@cnm.edu


Enter password

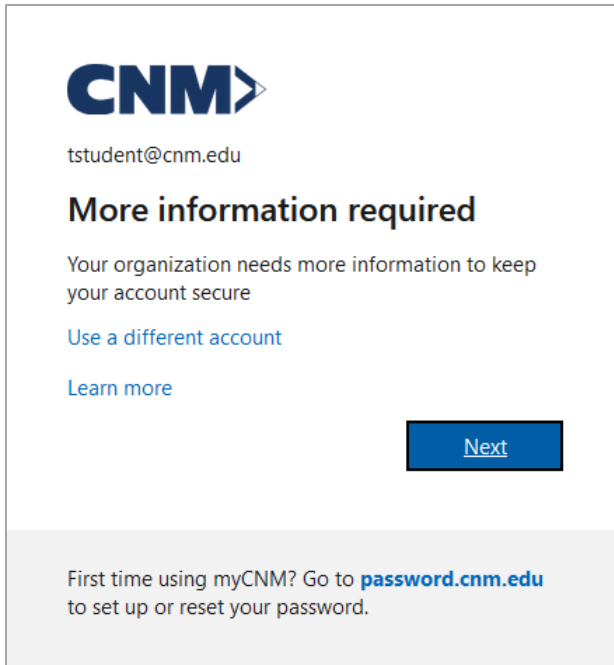
.....

[Forgot my password](#)

Sign in

First time using myCNM? Go to password.cnm.edu to set up or reset your password.

2. Type your password and select 



CNM

tstudent@cnm.edu

More information required

Your organization needs more information to keep your account secure

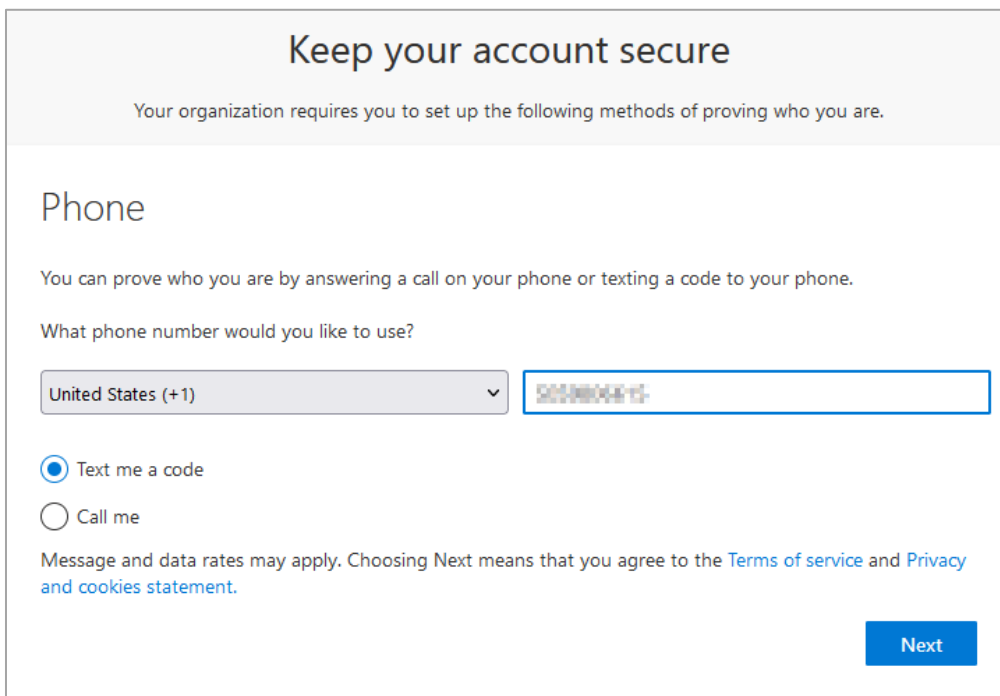
[Use a different account](#)

[Learn more](#)

[Next](#)

First time using myCNM? Go to password.cnm.edu to set up or reset your password.

3. Select [Next](#).



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1)

Text me a code

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[Next](#)

4. Type your phone number.
5. Select **Text me a code** or **Call me**.
6. Select [Next](#).

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

We just sent a 6 digit code to +1 5059806615. Enter the code below.

[Resend code](#)


[Back](#) [Next](#)

7. If you receive a text, type the code and select [Next](#).
OR
If you receive a call, answer the call and follow the prompt to press pound (#).

Keep your account secure

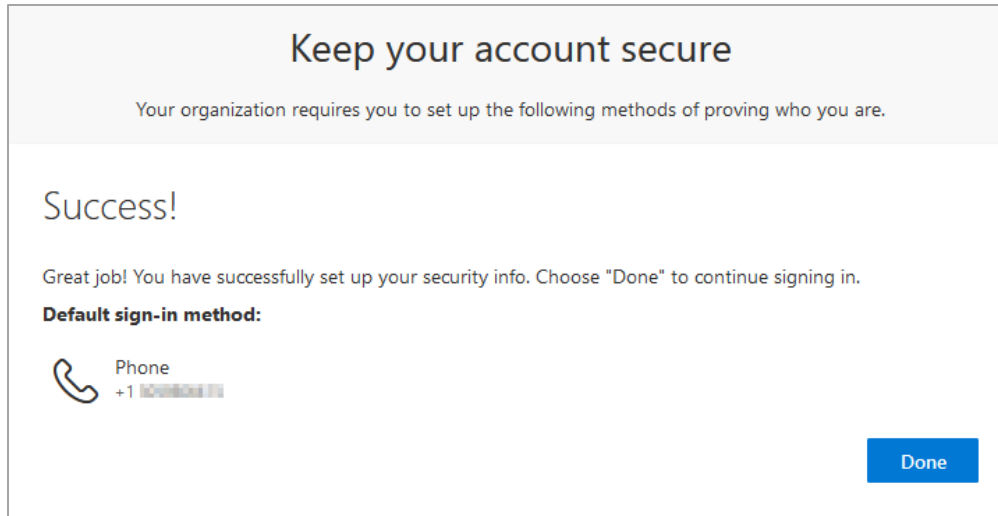
Your organization requires you to set up the following methods of proving who you are.

Phone

 SMS verified. Your phone was registered successfully.

[Next](#)

8. Select [Next](#).

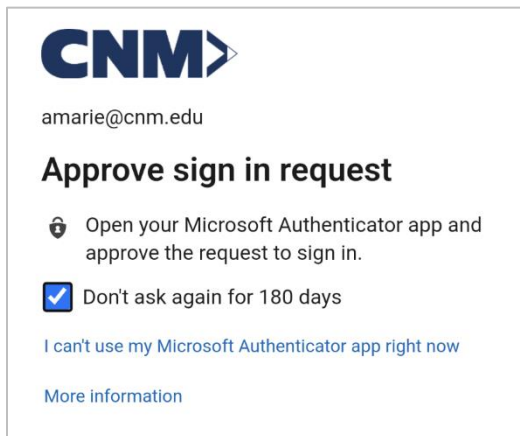


9. Select .

Note: Your new password will be used for all of CNM's systems.

Subsequent Log In Options

The next time you log in after setting up multifactor authentication you will be prompted to save your password for 180 days.



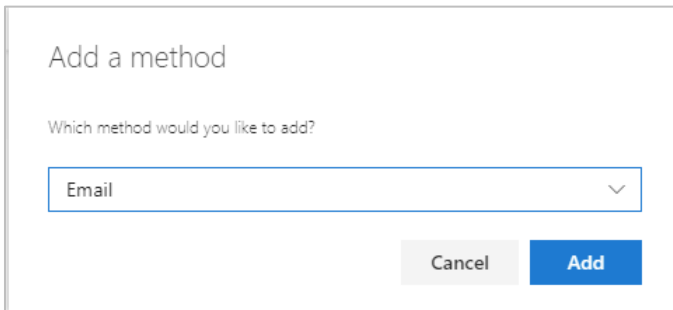
When logging in from your personal computer or device, select the checkbox next to **Don't ask again for 180 days**. If logging in from a shared or public computer, do not select this option.

Adding Additional Authentication Methods

Use the following steps to add another authentication method including phone, alternate phone, office phone, authentication app, Microsoft Authenticator, email, and security key. The following steps describe adding email as an authentication method.

1. Go to <https://mysignins.microsoft.com/security-info>.

2. Select .



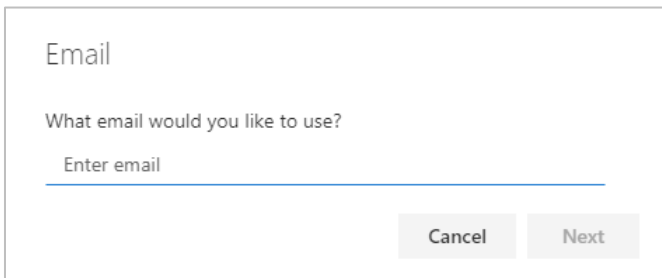
Add a method

Which method would you like to add?

Email

Cancel Add

3. Select **Email**.



Email

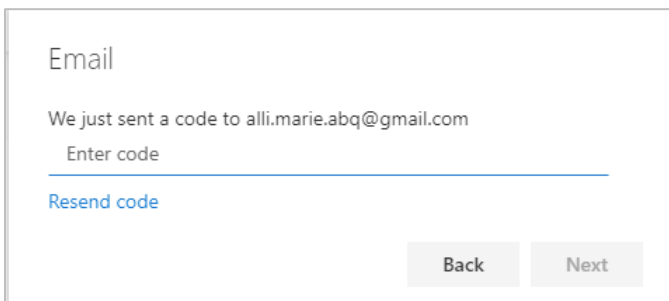
What email would you like to use?

Enter email

Cancel Next

4. Enter a non-CNM email address.

5. Select .



Email


We just sent a code to alli.marie.abq@gmail.com

Enter code

[Resend code](#)

Back Next

6. Enter the code

7. Select . Your email address is registered as an alternate authentication method.