

MyHerkimer is your access to email, announcements, Student Online Services, billing, financial aid and much more.

You **must** access your MyHerkimer account prior to registering for classes.

Step 1: Visit <u>my.herkimer.edu</u> and/or download the app to your smartphone.

Step 2: Login using your college email address and password which includes birthdate.

Your College email is the first 7 letters of your last name + first letter of your first name + last 3 digits of your Herkimer ID number (on your acceptance letter) @herkimer.edu

Password: Herk!MMDDYYYY (MMDDYYYY is your date of birth)

For example: Mary Robinson, H01234567, DOB: January 9, 2000 would useEmail: robinsom567@herkimer.eduPassword:Herk!01092000

And John Smith, H09876543, DOB: December 25, 1994 would use:Email: smithj543@herkimer.eduPassword: Herk!12251994

- Step 3: On your first login, complete authentication questions (at least 2) as you will use these if you forget your password in the future.
- Step 4: Once you are logged in, click your first icon for Student Online Services.
- Step 5: Complete any required information and surveys upon login. (Please note you may need to use a laptop or PC as surveys may not display on your mobile device. )

Congrats! You're all set and now have access to everything Herkimer!

Please contact the Help Desk for any issues with your MyHerkimer account. 315-574-4021 or helpdesk@herkimer.edu