

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