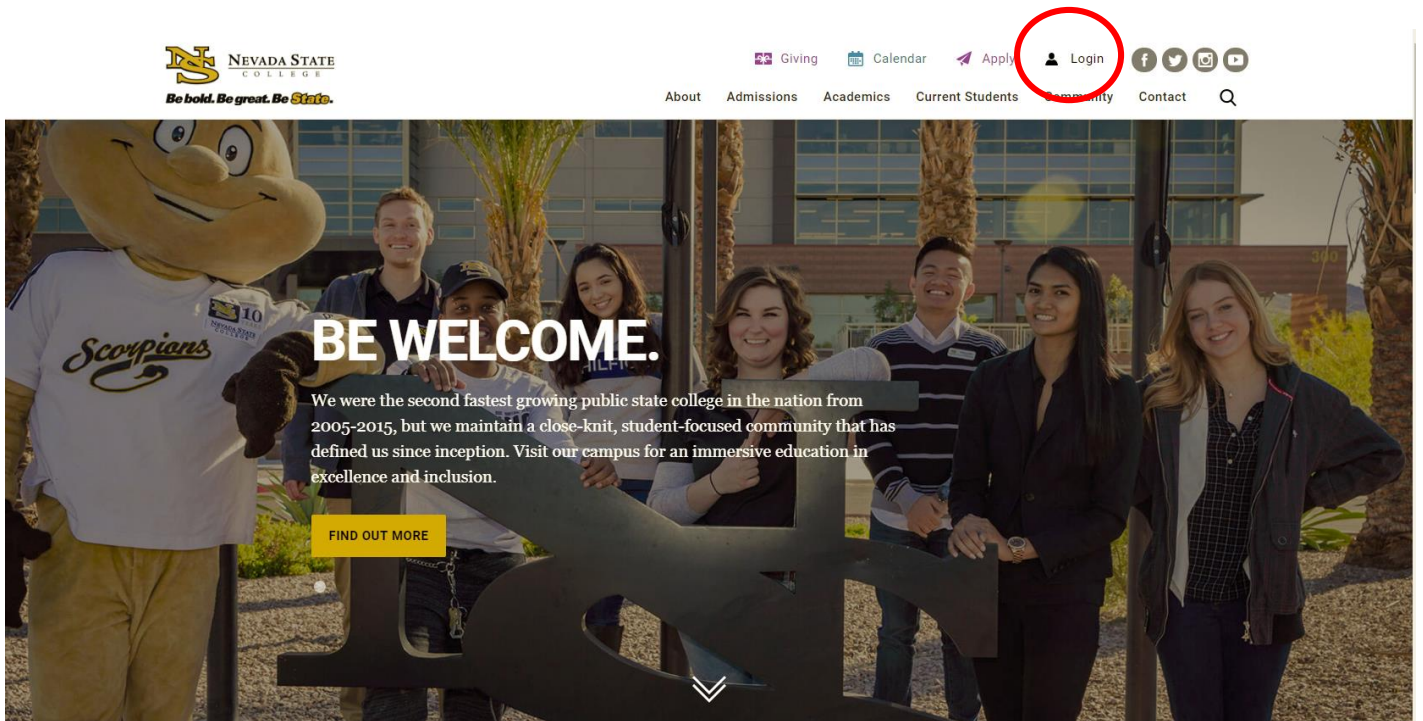
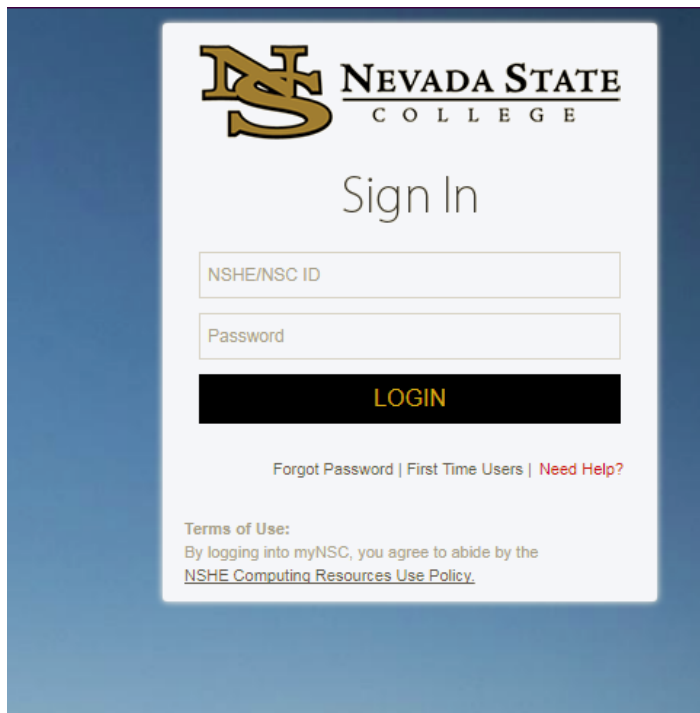




Step 1: Go to the [NSC website](#) and click the Login icon at the top right hand of the screen.

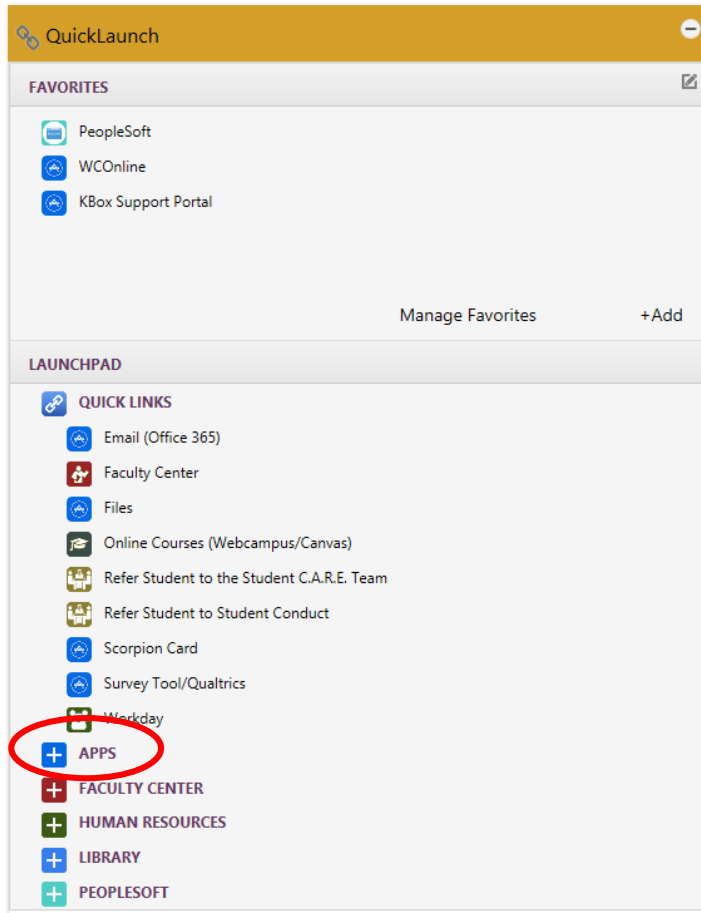


Step 2: Log in with your **NSHE Number** (student number) and **Password**

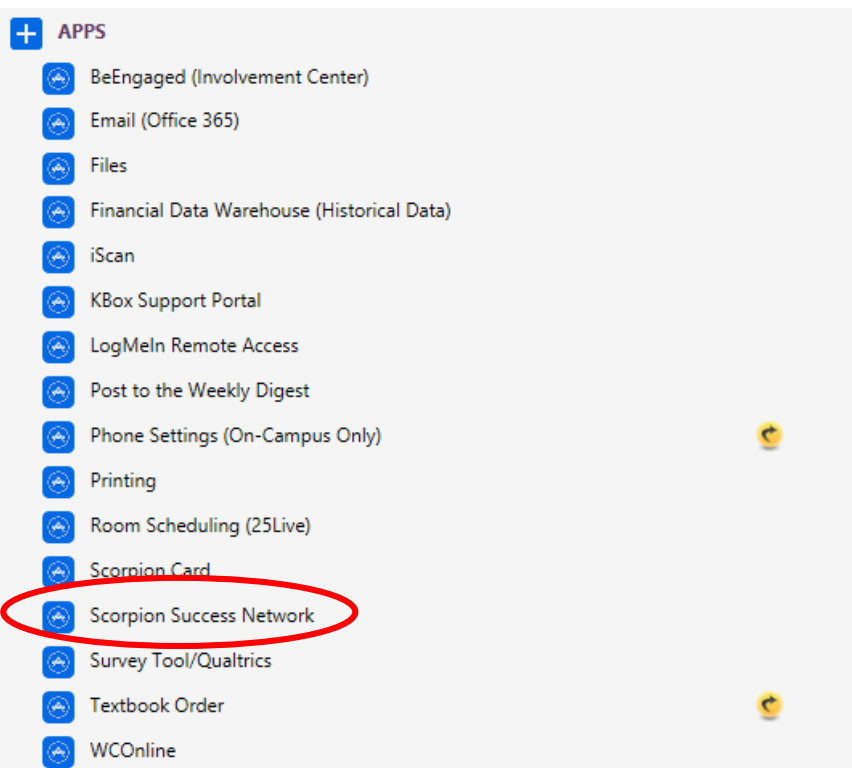




Step 3: Click on **Apps**



Step 4: Click on **Scorpion Success Network**. You can drag the Scorpion Success Network to your favorites section of the Quick Launch Section.

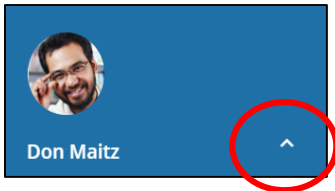




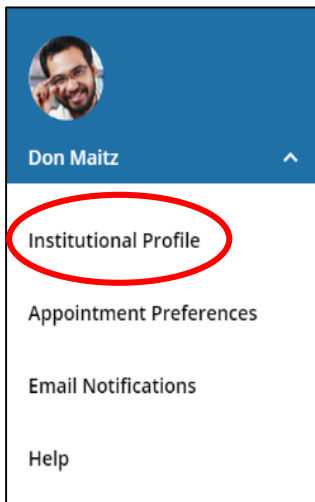
Step 5: Click on the three lines on the left side of the screen



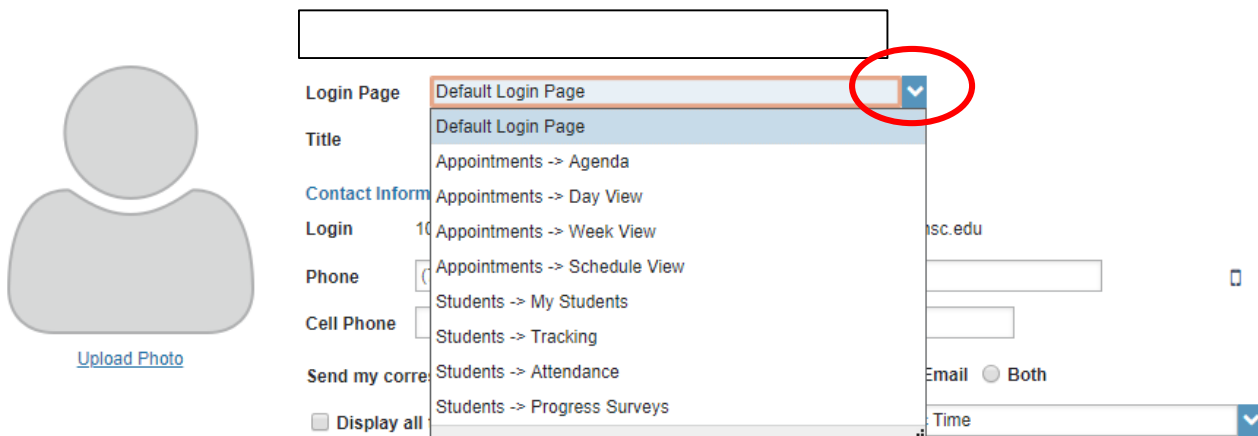
Step 6: Click the arrow shown in the picture below to update your Scorpion Success Network (SSN)



Step 7: Click **Institutional Profile**



Step 8: Select your **Default Login Page** (this will be the page that you see when you log into to SSN).





Step 9: Indicate your **Title** (this will be public)

**Contact Information:**

**Login:** NSHE (will be automatically inputted)

**Institutional Email:** NSC email (will be automatically inputted)

**Phone:** Direct line (can be adjusted)

**Time Zone:** Pacific Time

The form includes a profile picture placeholder with an "Upload Photo" link. The "Login Page" dropdown is set to "Default Login Page". The "Title" field contains "Academic Advisor II". Under "Contact Information", there are input fields for "Login", "Institution Email", "Phone", "Alternate Email", "Cell Phone", and "Video Phone". There are radio buttons for "Institution Email", "Alternate Email", and "Both" under "Send my correspondence to". A checkbox for "Display all time zones" is present. The "Time zone" dropdown is set to "(GMT-08:00) Pacific Time".

Step 10: Complete the **General Overview** and **My Biography**, then click submit

**General Overview**

A general message should go here. Tell people how you can help them during your office hours.

**My Biography**

Use this space to tell others about yourself. You can include your educational background, work experience, areas of research and study, or any other information that would be relevant to others on campus. Students are more likely to reach out to you if they know a little about you.

\* Required fields

Never mind **Submit**