

# Student E-mail

Northeastern Oklahoma A&M College

**\*\*\*YOU MUST ACTIVATE YOUR GOLD KEY ACCOUNT BEFORE YOU CAN USE YOUR NEO EMAIL.\*\*\***

To activate your Gold Key account click on:

1. "GOLDKEY ACCOUNT" at the bottom on the NEO web page.
2. Click on the gold bar that reads "NEO ACCOUNT ACTIVATION"
3. Type in first 2 letters of last name, last 5 digits of social security number and your date of birth. - click next
4. Type in your PIN number which has been sent to your alternate email address.
5. Your username is given to you on this screen. (please make a note of username) - click next - click continue
6. Carefully read all instructions regarding choosing a password. (please make note of password) - click next
7. Type in preferred name, address, phone number, and emergency contact information - click next
8. Select login address (please make note of login (email) address)
9. Select the check box beside NEO ACCOUNT EMAIL SYSTEM (Outlook/Exchange) - click submit
10. Type in alternate email address - click next
11. Type in authorization number - click next
12. Enter Challenge secret (used for remote identification)
13. Type in emergency information - Click save

\*\*\*You will now have a Gold key ID, Password, and Email address. These credentials will activate 30 minutes - 1 hour after you set up your Gold Key account.

Note: You may access into D2L the day after you activate your Gold Key account.

\*\*\*You will use this GOLD KEY EMAIL ADDRESS AND PASSWORD TO  
ACCESS YOUR EMAIL ACCOUNT!!\*\*\*

Your Gold Key email address and password will also be used to access Student Web Product, log into all computers on campus, and Online Learning (D2L)

1. Click on CHECK YOUR NEO EMAIL link at the bottom on the NEO home page.
2. Log in with your Gold Key email address and Password.

It is the responsibility of the student to check their email accounts, as the offices of Financial Aid and Admissions (Enrollment) use these accounts as a means of electronic communication with students. Students can expect to receive notices regarding grants, loans, pass/fail, etc. from these offices.

Students can also expect Instructors to maintain electronic communication using these accounts, as well.

Email accounts are created once a student activates his or her Gold Key Account. You are unable to use email until you activate your Gold Key Account.

If you have any questions, please feel free to call the Technology Services:

Office: LA 213

Phone: 918-540-6253

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