



Northwest Christian Academy

Step 1: Student Email Setup (only for 6th – 12th grade)

- 1) To access your Northwest Christian Academy student email, go to the school's website (<http://nca.nwbm.org>). Click on **Login** on the top right-hand side and under login, click on **Student Webmail**.
- 2) Your username is your first name followed by a "." and then your last name (ex. John Doe username = **john.doe**) Note: do not include @nca.nwbm.org.
- 3) The temporary password is **northwest123**
- 4) Once you have typed in your username and password, click on the "Sign in" button.
- 5) The first time you log in, it will ask you to type a new password twice, enter in the specified characters for security purposes, and also accept the terms of service. Follow the instructions and click on the "I accept. Create my account" button at the bottom.
- 6) Once signed in, you will have access to your email, calendar, etc.

(Note: If you forget your email, click on "**can't access your account?**" and follow the instructions first before contacting an administrator.)