NPS Virtual Check-In
Congratulations and welcome to the Naval Postgraduate School! This page describes the check-in process for US students, which includes steps you MUST complete before arrival to NPS.

International Students: please visit the IGPO (International Graduate Programs Office) student page for more information.

Before Arrival:

- **Step 1: NPS User ID and Password.** The Student Service Office will issue you an NPS user ID and password via a Welcome Aboard Letter delivered by email approximately 1 month prior to commencement of classes. NPS User ID and Password are required to access all NPS applications. The email address designated in your admissions application will be the address used for delivery of the Welcome Aboard Letter. If your email address has changed, you must update it at the following link: [NPS Online Application Form](#).
  - Your email address is up to date but you have not received a Welcome Aboard Letter via email 1 month prior to commencement of classes, please contact the Student Services Office.

- **Step 2: Complete Virtual In-Processing.** Once you receive your user ID and password, you must complete Virtual In-Processing (VIP). VIP can be accomplished by completing the following:
  - **a. Update/Change Password.** Change your 'temp-password' and create a 'password profile' to be able to self-unlock your account if it becomes locked by going to [Self-Service Password Management](#).
  - **b. Access your Email.** Access your email via [NPS Mail365](#) (Must be accessed once/month to remain active).
  - **c. Establish Remote Access.** To access NPS Applications from off-campus, establish a virtual desktop by using 'Cloudlab HTML Access' via the [Technology Remote Access page](#).
  - **d. Update Personal/Family Information in PYTHON.** Once remote access is established, log-in to PYTHON, click 'My Profile,' and update your phone number, address, and your family information. If you do not have a local address, use your current address and update once local residence is established in the Monterey area.
  - **e. Send Identification Photo.** Send an appropriate personal photo in any working uniform to [SSO@nps.edu](mailto:SSO@nps.edu). This photo should be a front view from the shoulders up in jpeg format. The photo will be uploaded into PYTHON and used by faculty and staff as a means of identification.

Click ‘Self-Service Password Management’
Complete First ‘Change Password’ then complete second ‘Create/Reset Profile’
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Click ‘NPS Mail365’
Use your Username & New Password. Access email at least once/month to prevent from being locked.
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Click ‘Technology Remote Access Page’
Access ‘NPS CloudLab’
You can connect to your desktop and applications by using the VMware Horizon Client or through the browser. The VMware Horizon Client offers better performance and features.

To see the full list of VMware Horizon Clients, click [here](#). For help with VMware Horizon, click [here](#).

Click ‘CloudLab HTML Access’
Log-in w/your Username and New Password
Click ‘SoF’
Click ‘OK’
Click ‘Python’
Click ‘PYTHON User Login’
Log-in w/Username and Password
Click 'My Profile'
Click ‘Family Members and Misc. Info’
&
Update as much info as you can

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**Send us a Photo (In Uniform)**
Problems

• Username/Password/Log-In/Remote Access
  – ITACS: 831-656-1046

• No Welcome Aboard Letter within 1 month of Check-In
  – Student Services: 831-656-3847/3812/7842/2290/7843