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 you 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. If your email address is up to date but you have not received a Welcome Aboard Letter by 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. 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 ‘Change Password’ & ‘Create/Reset Profile’
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**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:

- **Access Your Email** Access your email via NPS Mail365 (Must be accessible on a daily basis to remain active)

- **Establish Remote Access** To access NPS Applications off-campus, establish a virtual desktop by using ‘Cloudlab HTML Access’ via the Technology Remote Access page.

- **Update Personal/Family Information in PYTHON** Once remote access is established, log-in to PYTHON, click “My Profile,” and update your personal, contact, and 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.

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### Additional Resources

- Base Access Info
- Command Religious Programs
- Community Info
- Dental Clinic
- Fleet and Family Support Center
- La Mesa Housing
- Medical Clinic (Presidio)
- Morale, Welfare, Recreation (MWR)
- Naval Medical Admin Unit (NAMU)
- NPS Ombudsman
- Officer Student Spouse Club
- Ord Military Community
- POM Outdoor Recreation
- Student Handbook
- Vote in my Home State

### Contact Us

NPS Student Services
1 University Circle Hermann Hall, Rm. 039
Monterey, CA 93943-5100
(831) 656-3816
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’
Click ‘CloudLab HTML Access’
Log-in w/your Username and New Password
Click ‘SoF’
USG Warning and Consent Banner

You are accessing a U.S. Government UNCLASSIFIED system. This system is provided for U.S. government use only. By using this system which includes any device attached to this system, you consent to the following conditions:

1. The U.S. military intercepts and monitors communications on this system, for the purpose of Security, which is limited to: generating SIGINT, LIDR/SIR monitoring, network operations and defense, personal misconduct, SPAM, legal enforcement (S/U), and counterintelligence (CDI) investigations. As a user, the U.S. government may intercept and access data stored on this system. Communications using this system are not secure and may be disclosed for any U.S. authorized purpose.

2. This system includes any device managed, installed, and accessed on this system, including programs, applications, and operating systems.

3. All contents of the communications on this system may be disclosed at any time.

4. The U.S. government may intercept and access data stored on this system for any authorized purpose.

5. By using this system, you consent to the above.

6. Clicking “OK” does not constitute consent to the PM, U.S. or CDI on the system.

7. You are responsible for the security of your personal computer and its attachments. Such communications will be disclosed at any time.

8. Information on this system is not classified.

9. This system is not classified.

10. By using this system, you consent to the above.

Click ‘OK’
Click ‘Python’
Click ‘PYTHON User Login’
Log-in w/Username and Password
**Thursday Apr 21, 2016**

Click ‘My Profile’

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**Naval Postgraduate School**
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