

# Activation by Proxy: Step 1

- Option 1: Visit the library A to Z database and select New York Times digital access
- Option 2 Visit [www.accessnyt.com](http://www.accessnyt.com) and find your school (redirects to the library)

## The New York Times

---

Activate Your Complimentary Access to  
NYTimes.com, Provided by your School, College or  
University

To find your school name begin typing the school name (i.e.  
Arizona State University).

Find School...



Can't find your school?  
[Click here](#) to learn more about our plan details.

# ACTIVATION: Step 2

Register for your [NYTimes.com](https://www.nytimes.com) Account

An [@college.edu](mailto:college.edu) email address is required to successfully claim a pass.

**Please be sure to log out of NYTimes.com first if an existing subscriber.**



Step 1:  
Select  
“Create Account”

The New York Times

Welcome to The New York Times

Your institution has provided you with a NYTimes Pass, which gives you complimentary access to NYTimes.com and eligible NYT apps\*.

To claim your pass, start by creating a free NYTimes account.

[Create Account](#)

Already have an account? [Log in here >](#)

\* Does not include e-reader editions, Premium Crosswords or The New York Times Crosswords apps. NYTimes apps are not supported on all devices. Access to archived articles within the date range 1923-1980 is limited. You must have a valid email address from a participating school. Other restrictions may apply.

[Academic Pass Troubleshooting Guide](#)

Need help? [Email Customer Care](#)

© 2015 The New York Times Company

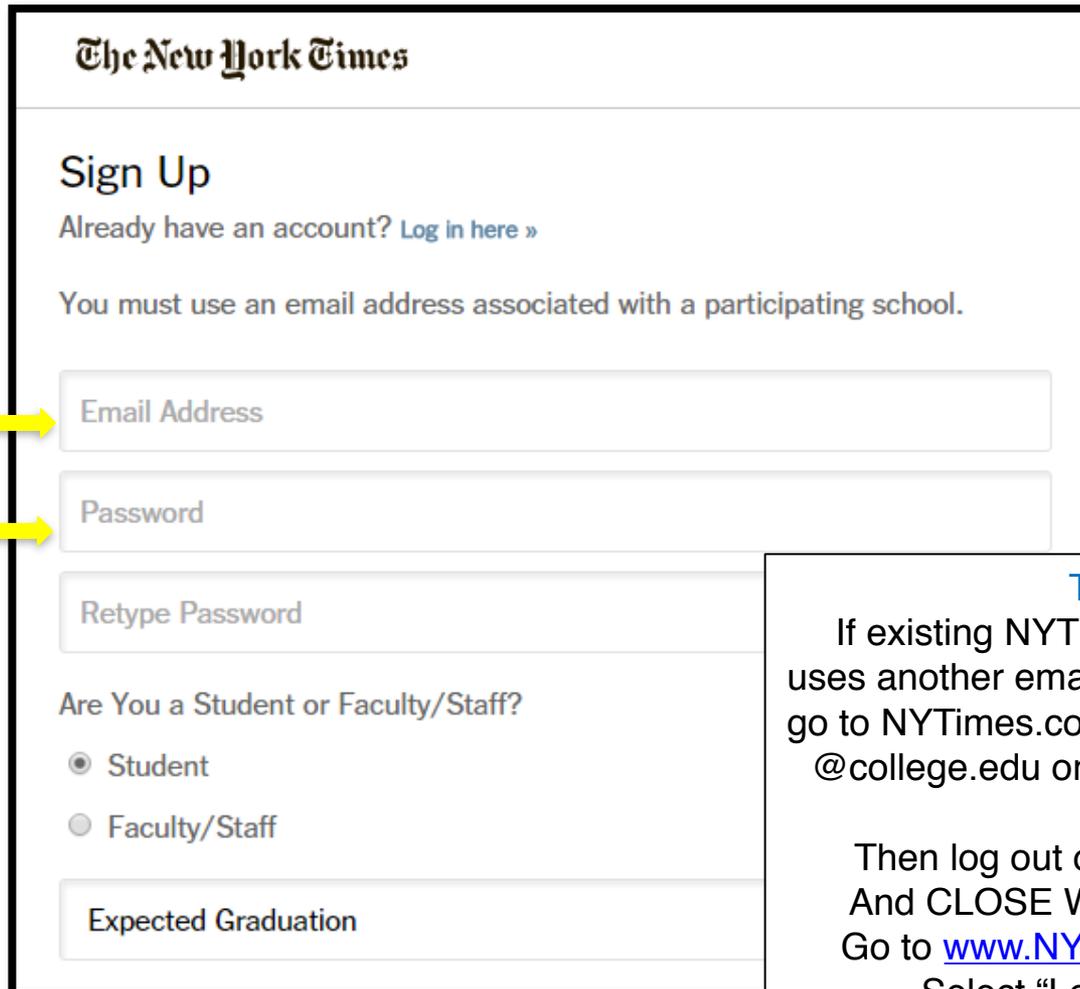
[Help](#) [Feedback](#)

Alternative Step 1:  
  
Select  
“Log in here”  
if already having registered  
at NYTimes.com before.  
Enter same .edu username  
and password log in as before.

Helpful  
Troubleshooting Guide  
located here.

# ACTIVATION: Step 3

All will see this page upon selecting “Create Account”.



The New York Times

## Sign Up

Already have an account? [Log in here »](#)

You must use an email address associated with a participating school.

Email Address

Password

Retype Password

Are You a Student or Faculty/Staff?

Student

Faculty/Staff

Expected Graduation

Annotations: A box on the left contains the text "Enter @college.edu Email address" with a yellow arrow pointing to the "Email Address" field, and "Create and confirm your password" with a yellow arrow pointing to the "Password" field.

Enter @college.edu  
Email address

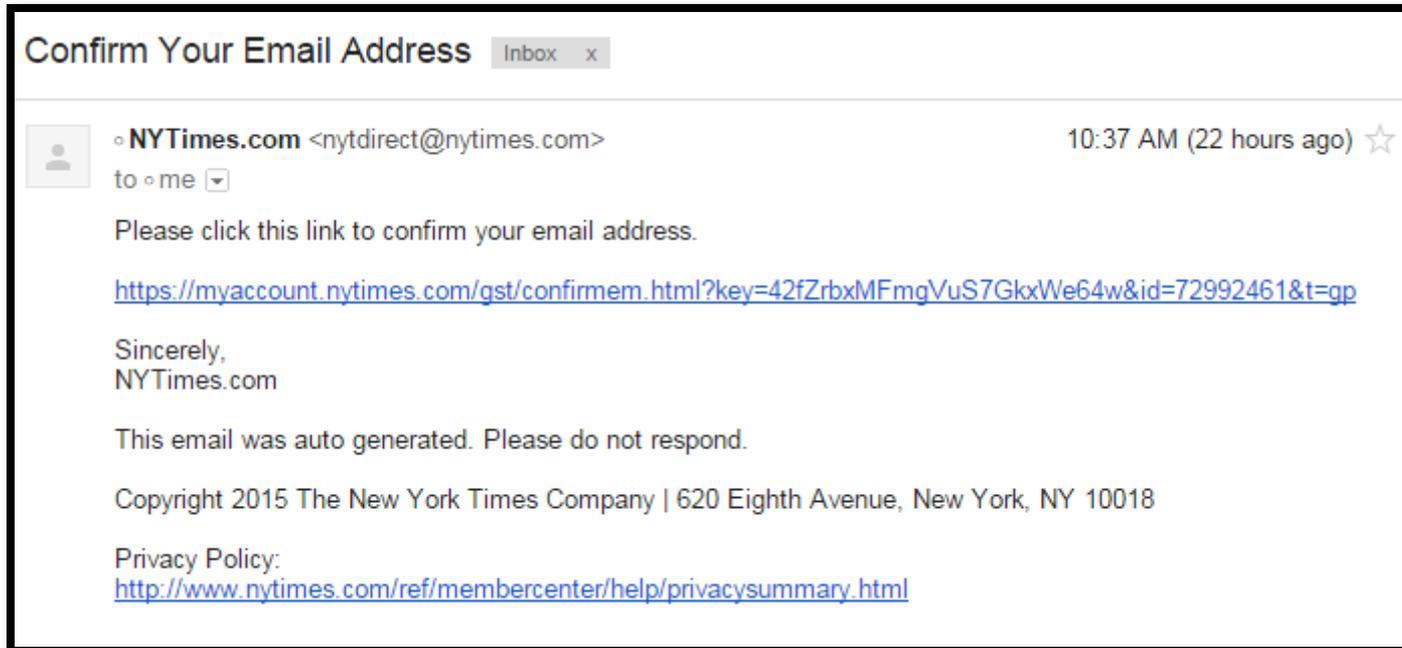
Create and confirm  
your password

### TIP!!

If existing NYTimes.com account uses another email on account, please go to NYTimes.com and change to the @college.edu on My Account page.

Then log out of NYTimes.com.  
And CLOSE WEB BROWSER.  
Go to [www.NYTimes.com/Pass](http://www.NYTimes.com/Pass),  
Select “Log in here>>”  
Use new .edu email and same pw.

# EMAIL VALIDATION



FOR ADMINISTRATORS: To verify that users are accessing Academic Passes with an authorized email domain, the New York Times sends users a verification email when they claim a pass for the first time. To avoid having our email blocked by resident spam software, we recommend that your IT department “whitelist” the nytimes.com domain or better yet, “whitelist” these IP addresses our emails come from: NYT Email IP Addresses 170.149.174.71 170.149.174.72 170.149.174.73 170.149.174.74 170.149.168.71 170.149.168.72 170.149.168.73 170.149.168.74

# CONFIRMATION!!

The New York Times

## You've claimed your NYTimes Pass!

You can now enjoy unlimited access to NYTimes.com and eligible NYT mobile apps.

Get started by customizing your profile and preferences now at [My Account](#) »

📅 Your Pass will expire on September 30th at 10:38 AM ET

Set a Calendar Reminder to Renew

To claim a new Pass visit [NYTimes.com/Passes](#).

Go to NYTimes.com

© 2015 The New York Times Company

[Help](#) [Feedback](#)

Date and time indicates when the all digital access will need to be activated for a subsequent year.

Click on "Go to NYTimes.com" to start your pass.

Same activation process applies.  
Go to [NYTimes.com/Pass](#) and select "Log in here," to continue.

The New York Times

# Check Time Stamp at NYTimes.com/Pass

The New York Times

## Your Pass Is Still Active

 Your Pass will expire on October 18th at 3:52 PM ET

Time stamp represents a year ahead.

Click to set an annual calendar reminder to log in to NYTimes.com/Pass for renewal.

Set a Calendar Reminder to Renew

To claim a new pass after your current session expires, visit [NYTimes.com/Passes](https://www.nytimes.com/passes).

Go to NYTimes.com

Academic Pass Troubleshooting Guide

Need help?

 [Email Customer Care](#)

© 2015 The New York Times Company

[Help](#) [Feedback](#)

The New York Times

# NYTimes.com – The masthead

Navigation structure: Horizontal and Vertical

Access to worldwide coverage: US, International and Chinese

Search: “Magnifying glass” icon found on all NYT pages

Today’s Paper: Read NYTimes.com just as it was printed in the daily print copy

Video: Watch the videos from many sectional-related “channels”

*Log in: Necessary for saving articles, adding commentary or managing news alerts*



Users can visit [www.nytimes.com/forgot](http://www.nytimes.com/forgot) to reset their password directly to their username email which should be the campus email address.

# Download NYT smartphone app

Note:  
Cooking and  
Crossword  
Puzzle apps  
are not  
included

 <p>iPHONE <b>NYTimes app</b> for iPhone and iPod touch®</p>	 <p>iPHONE <b>The NYTimes Real Estate app</b></p>	 <p>iPHONE <b>NYT Now app</b> for iPhone</p>
<ul style="list-style-type: none"><li>• Save articles across all devices</li><li>• Customize your sections list</li><li>• Search</li></ul> <p><a href="#">Learn More »</a></p>	<p>Navigate the real estate market with ease</p> <ul style="list-style-type: none"><li>• A brand new real estate news and properties stream, updated throughout the day</li><li>• Search for homes for sale or rent anywhere in the</li></ul>	<ul style="list-style-type: none"><li>• Top stories selected by our editors</li><li>• Handpicked feed of stories from other sources</li></ul> <p><a href="#">Learn More »</a></p>

## Instructions:

Go to [NYTimes.com/Mobile](http://NYTimes.com/Mobile) to view options.

When app is downloaded, go to “subscribe” and select “Log in”. Enter same credentials as for NYTimes.com and enjoy.

**NOTE: The Crossword and Cooking Apps are not included**

 <p>for <b>BlackBerry® 10</b></p>	 <p>for Windows® <b>Phone</b></p>	 <p><b>Website</b></p>
<ul style="list-style-type: none"><li>• Peek Navigation</li><li>• Native BBM Sharing</li><li>• Save articles across all devices</li></ul> <p><a href="#">Learn More »</a></p>	<ul style="list-style-type: none"><li>• Pin sections as live tiles</li><li>• Store saved content to the cloud</li><li>• Online or offline reading</li></ul> <p><a href="#">Learn More »</a></p>	<p>Experience The New York Times optimized for your smartphone</p> <ul style="list-style-type: none"><li>• Easy navigation</li><li>• Mobile-friendly, high-resolution graphics</li><li>• Touch-friendly, swipeable experience</li></ul>

# THANK YOU!

For any questions or needs, please contact:

Todd Halvorsen  
Higher Education Manager  
The New York Times  
[todd.halvorsen@nytimes.com](mailto:todd.halvorsen@nytimes.com)  
917.699.1589