

## PASS ACTIVATION INSTRUCTIONS

With NYTimes.com Passes, you have full access to the extensive breaking news, world news, and multimedia of The New York Times without needing your own subscription.\*

- Enjoy full access to NYTimes.com, INYT.com and NYT mobile apps from any device.
- Once activated from within your participating institution's network, NYTimes.com Passes can be used from any location until expiration.

### TO CLAIM AN NYTIMES.COM PASS:

#### NEW USERS:

- While connected to your participating institution's network, visit **accessnyt.com**
- Create a free NYTimes.com account.

The screenshot shows the 'Sign Up' page for NYTimes.com Pass. At the top, there is a navigation bar with 'The New York Times' logo and 'NYTimes.com Pass'. Below the navigation bar, the 'Sign Up' heading is followed by a link for existing users: 'Already have an account? [Log In here >](#)'. The form contains three input fields: 'Email Address', 'Password', and 'Retype Password', each with a small icon on the right. Below these fields is a section titled 'What type of user are you?' with three radio button options: 'Student' (selected), 'Faculty/Staff/Administrator', and 'Other/Non-Academic'. There is also a dropdown menu for 'Expected Graduation' and an 'Alternate Email Address' field. A note below the alternate email field states: 'This will enable us to continue sending you information about new Times features, saving opportunities and more even if you're no longer at your current school address.' At the bottom of the form is a blue 'Create Account' button. Below the form, there are links for 'Terms of Service' and 'Privacy Policy', a link to the 'NYTimes.com Pass Troubleshooting Guide', and a 'Need help?' section with an 'Email Customer Care' button.

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- You have successfully claimed a Pass when you see the **Start Your Access** screen.

The screenshot shows the 'Start Your Access' screen for the NYTimes.com Pass. At the top, there is a header with 'The New York Times' logo and 'NYTimes.com Pass'. Below the header, the main heading is 'Start Your Access'. The text below the heading reads: 'Now that you have activated your pass, you can enjoy access to NYTimes.com and eligible apps from any location.' Below this text, there is a calendar icon and the text: 'Your Pass will expire on December 10th, 2015 at 3:37 PM ET'. There is a button labeled 'Set a Calendar Reminder to Renew'. Below the button, there is text: 'After expiration, you may activate a new pass by visiting NYTimes.com/GroupPass while connected to the network of your participating organization.' At the bottom of the screen, there is a button labeled 'Go to NYTimes.com'.

- Now you can enjoy full access to NYTimes.com, INYT.com and NYT mobile apps just by logging into your NYTimes.com account.
- Visit **nytimes.com/mobile** to download your free NYT apps.

**HINT:** Stay logged into your account to have seamless access.

## RETURNING NYTIMES.COM USERS:

- While connected to your participating institution's network, visit **accessnyt.com**
- Log into your NYTimes.com account.
- You have successfully claimed a Pass when you see the Start Your Access screen.

The screenshot shows the login interface for NYTimes.com Pass. At the top, the 'The New York Times' logo and 'NYTimes.com Pass' are displayed. Below this is a 'Log In' section with a link for users without an account. The login form includes fields for 'Email Address' and 'Password', both with eye icons for visibility. There is a 'Remember Me' checkbox and a 'Forgot password?' link. A blue 'Log In' button is centered below the form. At the bottom of the form area, there are links for 'Terms of Service' and 'Privacy Policy', a link to the 'NYTimes.com Pass Troubleshooting Guide', and a 'Need help?' section with an 'Email Customer Care' button. The footer contains the copyright notice '© 2015 The New York Times Company' and links for 'Help' and 'Feedback'.

## PASS EXPIRATION:

Your Pass expiration time stamp will be shown to you upon registration.

- Please keep this date noted for your records.

## **TO CLAIM A SUBSEQUENT PASS AFTER EXPIRATION:**

- While connected to your participating institution's network, visit **accessnyt.com**
- Make sure you are logged into the NYTimes.com account with which you activated your last Pass.
- If the providing institution has designated additional access periods, you will be granted a new Pass and see the **Start Your Access** screen.
- You can now continue enjoying full access to NYTimes.com, INYT.com, and NYT mobile apps.

\*NYTimes.com Passes do not include e-reader editions, Times Insider content or digital versions of The New York Times Crossword. NYT mobile apps are not supported on all devices. Access to archived articles from 1923 to 1980 is limited. Other restrictions may apply.

## **FAQ**

### **Why use the NYTimes.com Pass to read The New York Times online?**

The New York Times requires a paid subscription for full access to its website NYTimes.com; unsubscribed visitors may only read up to 10 free articles per month. The NYTimes.com Pass gives you unlimited access to all content on the site, except for a limited number of articles you can view from 1923 to 1980.

### **I already have a Times digital subscription, which gives me unlimited access to NYTimes.com.**

#### **What should I do?**

If you have an existing digital subscription, you are not eligible to activate an NYTimes.com Pass. Please contact [edu@nytimes.com](mailto:edu@nytimes.com) to discuss your options.

#### **What are the restrictions?**

You need to be connected to the your institution's network to activate the NYTimes.com Pass. At this time, access to articles from 1923 to 1980 is limited to five articles for the entire duration of your Pass.

#### **Can I access The Times from off-campus?**

Yes, as long as you have previously activated your NYTimes.com Pass from within your institution's network.

#### **Can I access The Times from my mobile device?**

All NYTimes.com Passes provide full access to NYT apps; visit [nytimes.com/mobile](http://nytimes.com/mobile) to download. Pass holders can also access NYTimes.com and INYT.com on any device (computer, smartphone, or tablet) with a browser. Mobile apps are supported by most devices.

#### **Why am I asked to log in on some occasions and not others?**

This may be because your browser may clear its web cache/history if it is set to do so. In such cases you will need to log back into NYTimes.com, but you can still use your NYTimes.com Pass.

#### **I still need help!**

Please contact [edu@nytimes.com](mailto:edu@nytimes.com)