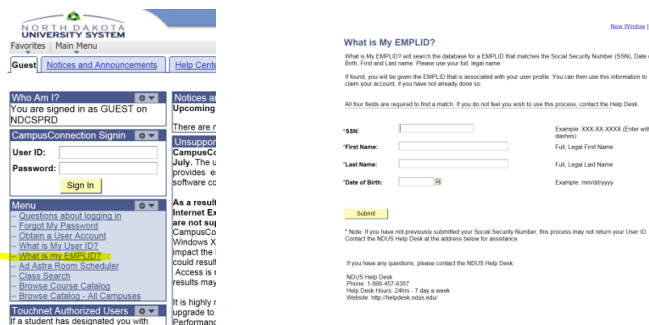


# North Dakota State College of Science Activate Your Electronic Accounts

## HOW DO I GET MY STUDENT ID NUMBER (EMPL ID)?

This will be needed to set up an NDSCS email account and is your official student ID number.

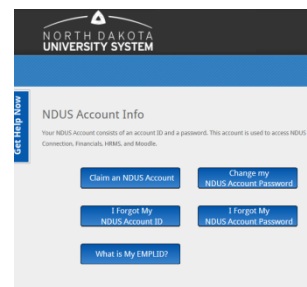
1. Go to [www.ndscs.edu](http://www.ndscs.edu) and click "CampusConnection" in the top section of the page.
2. At the CampusConnection site, find the "Menu" section (light blue) on the left side and click "**What is my EMPLID?**" (see screen shot below)
3. Complete the form on the next page and click "**Submit.**" (see screen shot below)
4. Your EMPL ID number should display on the next page



## CLAIM YOUR UNIVERSITY SYSTEM /CAMPUSCONNECTION ACCOUNT (Setting up User ID and Password for CampusConnection)

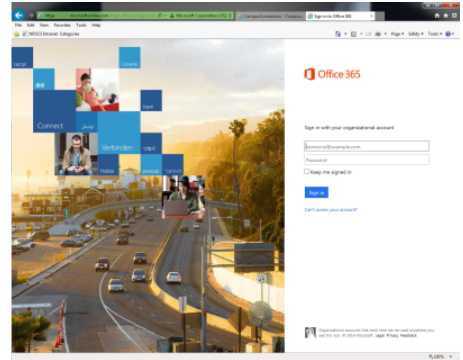
This User ID and Password is used to log into CampusConnection to check account balances, to pay your bill electronically, and to see your official class schedule and final grades each semester.

1. Go to <http://helpdesk.ndus.edu/ndusaccount>
2. Click **Claim an NDUS Account**
3. Enter your Date of Birth (mm/dd/yyyy) and EMPLID (or 7-digit Student ID number)
4. Click **Continue**
  - a. The screen will display your North Dakota University System UserID (typically in the firstname.lastname format) you should use when you log in to CampusConnection.
5. Click Continue
6. Enter and confirm your new password
  - a. The password must contain between 8 and 16 characters and all of the following:
    - Letters (A through Z)
    - Numbers (0 through 9)
    - Nonalphanumeric characters ` ~ ! @ # \$ % ^ \* ( ) \_ + - = { } | [ ] \ : " ; ? , . /
      - Passwords cannot contain your name, your University System username or any spaces.
7. Click the **Save** button
8. Provide answers to at least 3 of the Authentication Questions (to be used for recovering your password)
9. Click **Save**



## ACCESS YOUR NDSCS EMAIL

NDSCS email addresses are used for communications from the college and courses that use the NDSCS Online system. Students will need to check NDSCS email frequently for communications. You may forward your college email to your personal email through the Settings option in the email system.



1. Go to [www.ndscs.edu](http://www.ndscs.edu) and click “**Email**” at the top of the page.
  - a. When logging in, your username will be the University System username received when you “Claimed your Account” plus [@ndus.edu](mailto:@ndus.edu) (example - [firstname.lastname@ndus.edu](mailto:firstname.lastname@ndus.edu)).
  - b. Your email password is the same one you created for CampusConnection.
  - c. Your NDSCS email address is your University System username plus [@ndscs.edu](mailto:@ndscs.edu).
  - d. Example - If your CampusConnection username is Lee.Smith, then your NDSCS Email address is [lee.smith@ndscs.edu](mailto:lee.smith@ndscs.edu) but your email login username is [lee.smith@ndus.edu](mailto:lee.smith@ndus.edu).

If you need help accessing your email account, contact the NDSCS IT Service Desk at [ndscs.servicedesk@ndscs.edu](mailto:ndscs.servicedesk@ndscs.edu) or call 1-800-342-4325 ext. 3-3333, press prompt #5.

2. Forward your college email to your personal account:
  - a. Go to [www.ndscs.edu](http://www.ndscs.edu) and click “Email” at the top of the page.
  - b. Log into **Email**.
  - c. Click the “Settings” (gear icon) in the upper right corner.
  - d. Click “Mail” in the section named “Your app settings.”
  - e. On the next page, under *Options > Accounts* on the left, click “Forwarding.”
  - f. Click the “Start forwarding” radio button and enter an email address to receive your college email.
  - g. Click “Save.”

### If you wish to change your email password:

1. Log into Email with your [@ndus.edu](mailto:@ndus.edu) username and password.
  2. Click *Settings*
  3. Click *Office 365* (in “Your app settings” list)
  4. Click *Password*.
- or–
1. Click your name in the upper right corner
  2. Click *View Account*
  3. Click *Security & Privacy* (left panel)
  4. Click *Password*
5. Enter the old/current password and then enter your new password.
  6. Click *Submit*.

### If you forgot your password:

1. At the login screen, log in with your [my.ndscs.edu](http://my.ndscs.edu) login and click *Forgot My Password*.
2. If you don’t remember the secret question or hint that you set, please contact the Help Desk. The Help Desk will assist you in resetting your password.

## ONLINE CLASS LOGIN

To log into online classes, go to [www.ndscs.edu](http://www.ndscs.edu) and click *NDSCS Online*. You will use your NDUS login and password to log into online classes.

Classes begin the first day of the semester. Log into *NDSCS Online* and click the title of your class on the next page to begin.

NOTE: Online classes will not be visible until the first day of the semester. However, students may log in before the semester begins and review the Blackboard Student Orientation to become familiar with the online course environment.

## PURCHASING BOOKS FOR ONLINE CLASSES

You can purchase your books for online classes at <http://www.ndscsbookstore.com>.

1. Click the **"Textbooks"** link at the top of the page.
2. Click **"Find Books by Course"** from the dropdown list.
3. Click the term name in **"Term"** box.
4. Click the **"Department"** (Subject) for your class. (Ex: BIOL)
5. The third box will then list several numbers within that subject area. Choose the one that you need. (You'll see the subject number, the class number you used when registering for the class, and the instructor.)
6. Click **"Add Selection."**
7. Repeat these steps for any additional classes you have.
8. When all your classes are listed under "Your Current Course List" click "Get Course Materials. Your books will be displayed on the next page.
9. Click **"Add to Cart"** by the items you want to order. When all items are selected, click "Shopping Cart" to go to the next page.
10. Click **"Continue checkout"** and continue through the pages to complete your purchase.

For help with the Bookstore website, contact the Bookstore at 800-342-4325 ext 3-2125 or 3-2239 or email [coleen.thoe@ndscs.edu](mailto:coleen.thoe@ndscs.edu).

## CLAIM YOUR NDSCS ACCOUNT - ELECTRONIC ID (Optional Step)

This step is required for students to access campus classroom and lab computers or websites like Atomic Learning. You may skip this until it is needed.

1. Go to [apps.ndscs.edu/accounts](http://apps.ndscs.edu/accounts).
2. Click **Set up your NDSCS account.**
3. Fill in the form and click **"I Agree."**

