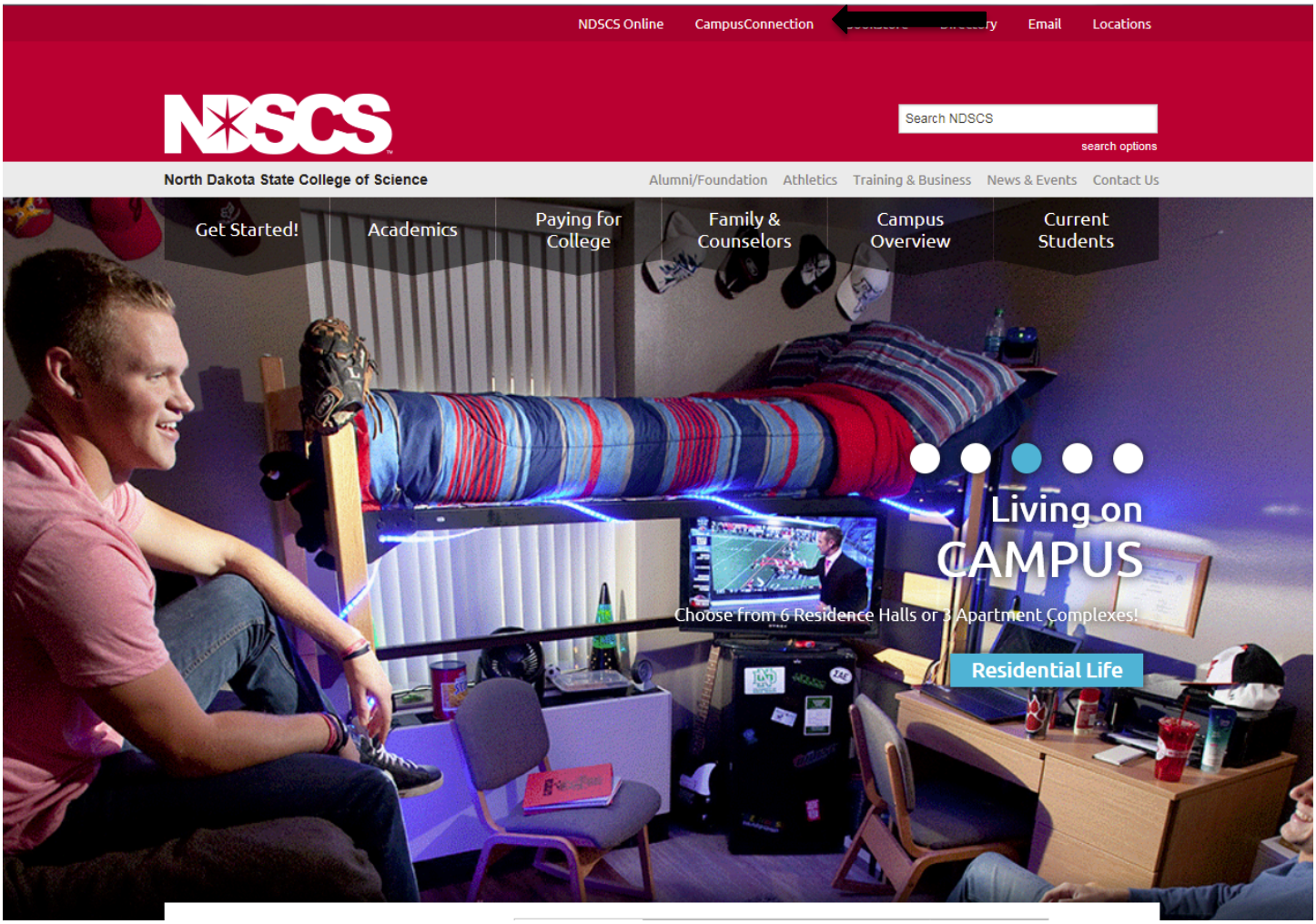
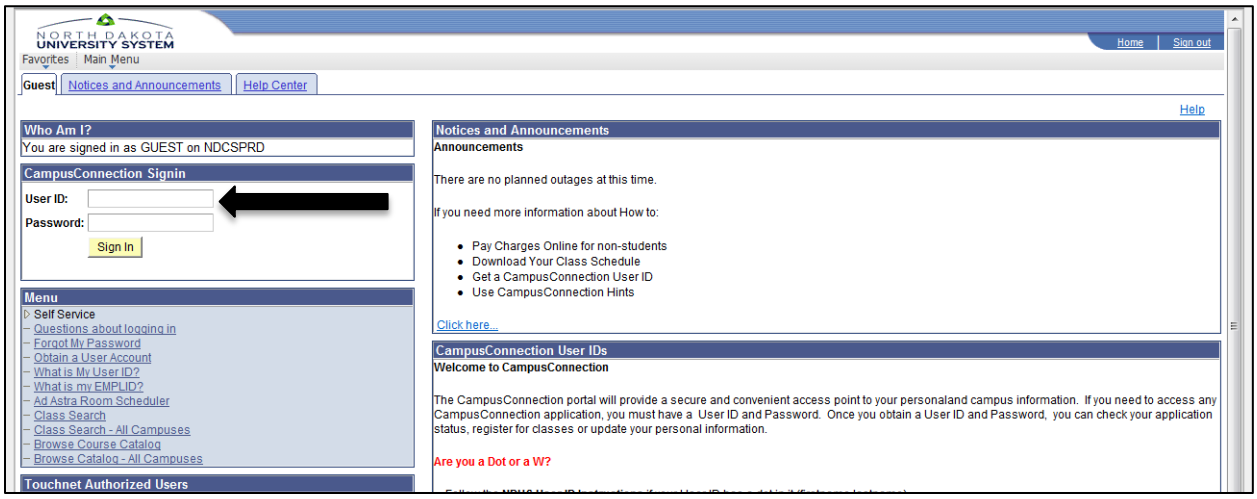
How to Enter Emergency and Missing Person Contact Information in Self Service

1. Go to NDSCS homepage at www.ndscs.edu and select Campus Connection.

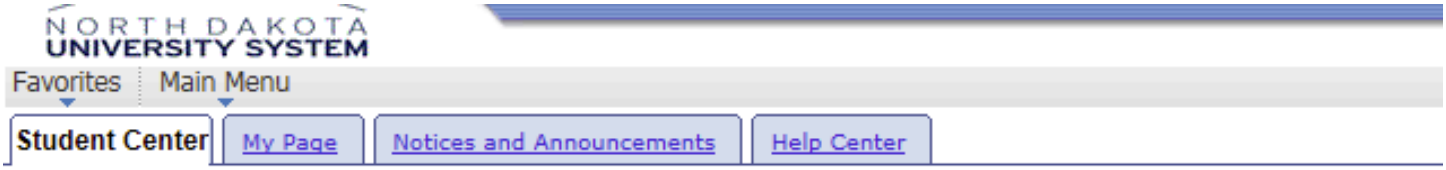


Note: If you have not already claimed your NDUS account you will need to view the instructions on the right side of the Campus Connection screen. If you are having difficulty logging into the Campus Connection please call the NDSCS IT Service Desk at 701-671-3333, office hours are Monday – Friday from 7:45 am to 4:45 pm during the academic year and Monday – Thursday from 7:45 am to 4:45 pm and Friday from 7:45 am to 3:00 pm during the summer. If you need assistance after business hours please contact the NDUS Help Desk 24 hours a day at 1-866-457-6387.

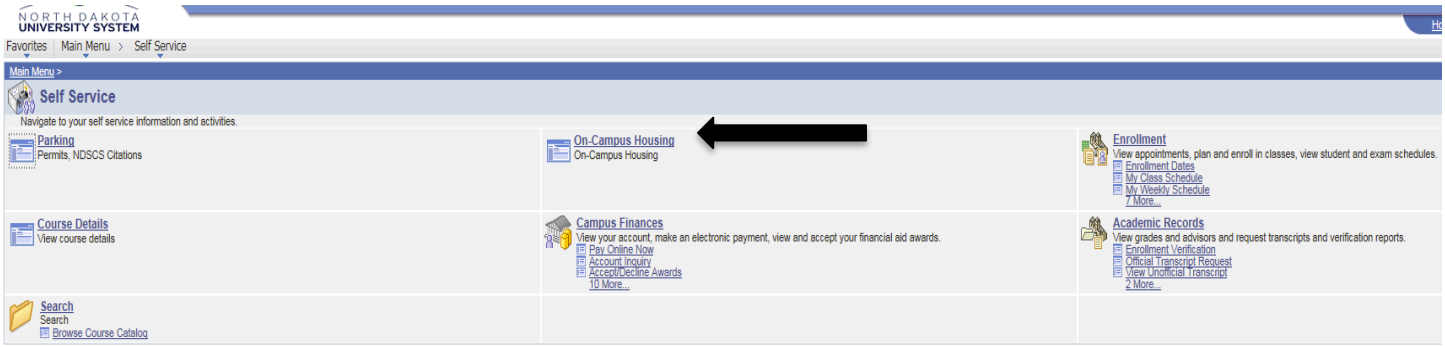
2. Log into Campus Connection.



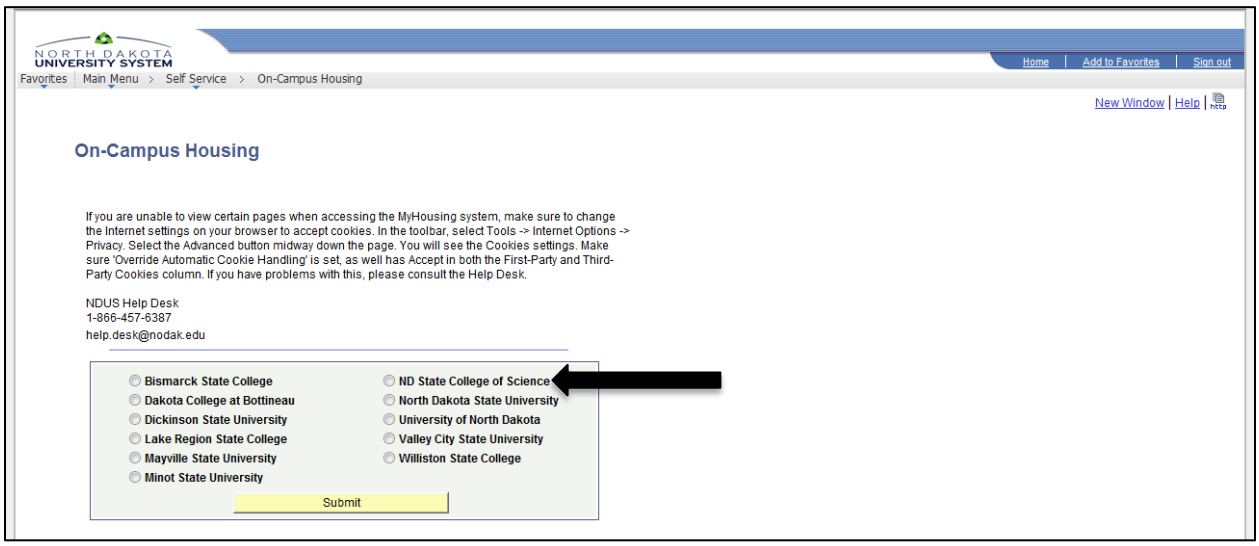
3. Select Self Service from the Main Menu.



4. Select On-Campus Housing from the Self Service menu.

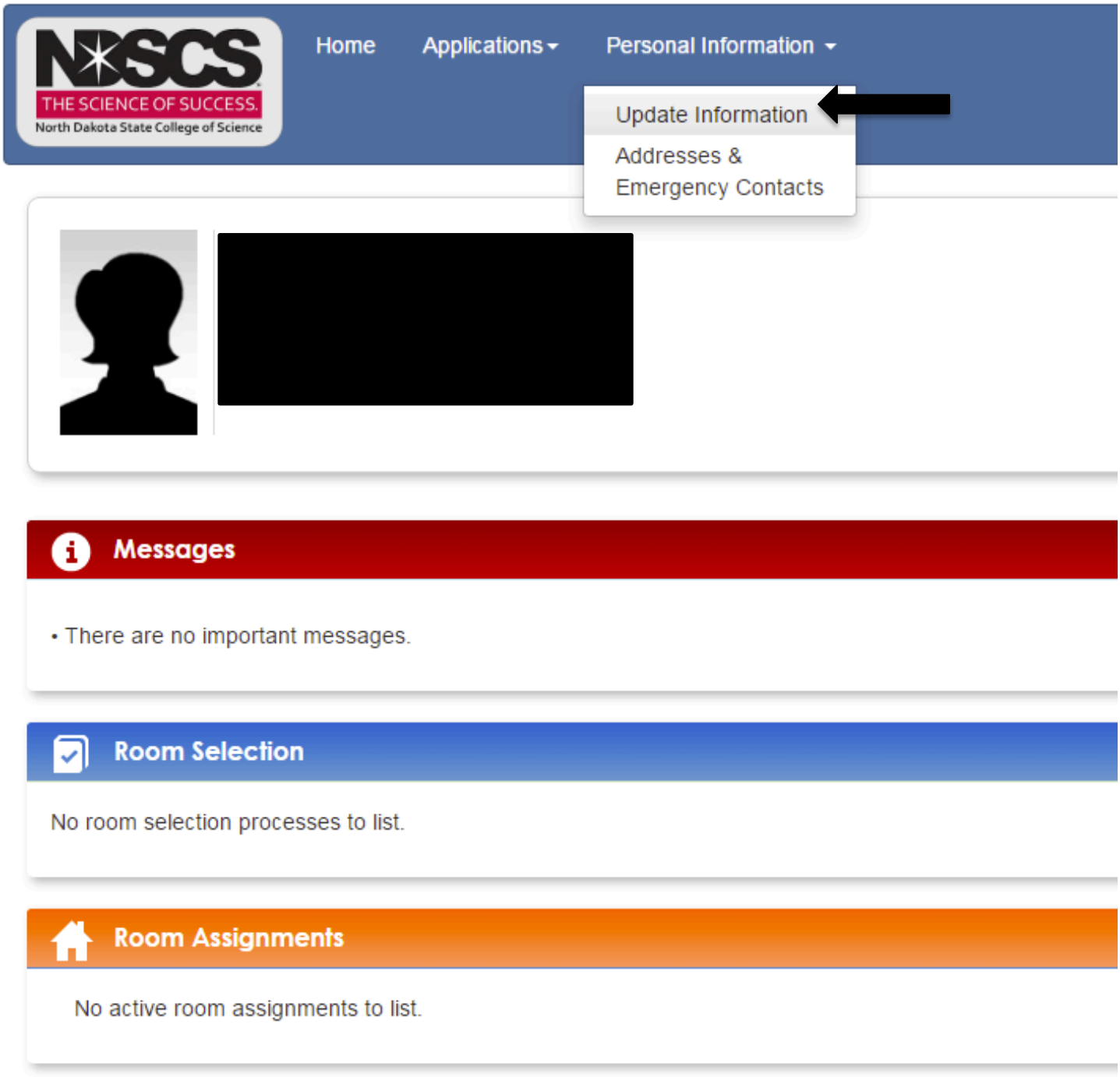


5. Select ND State College of Science and click Submit.

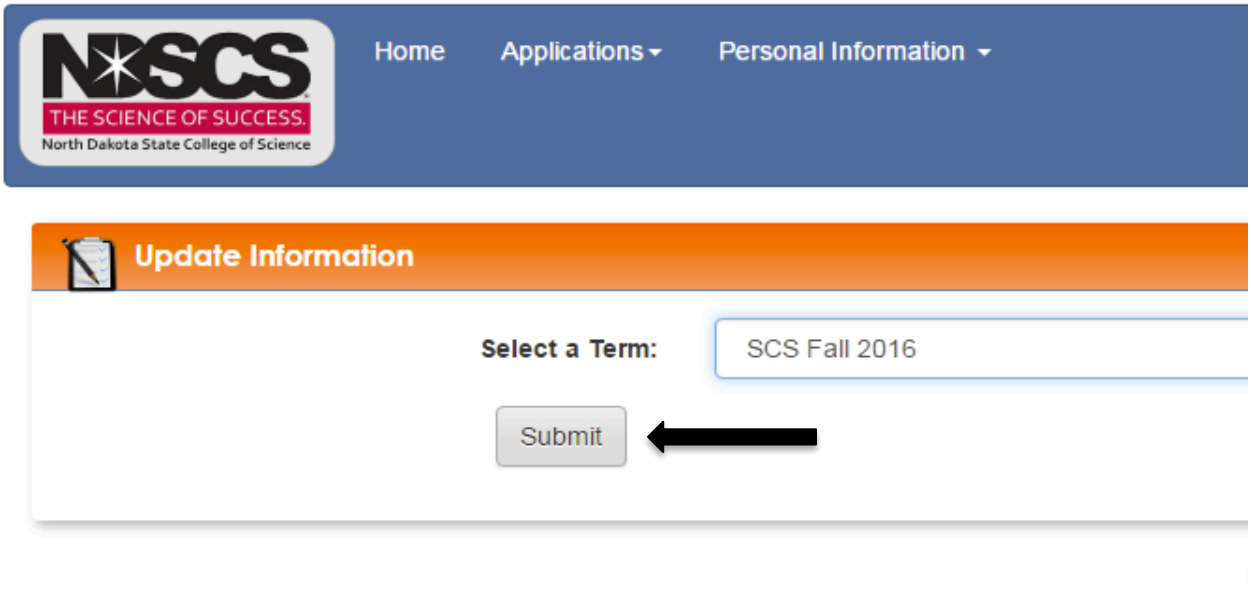
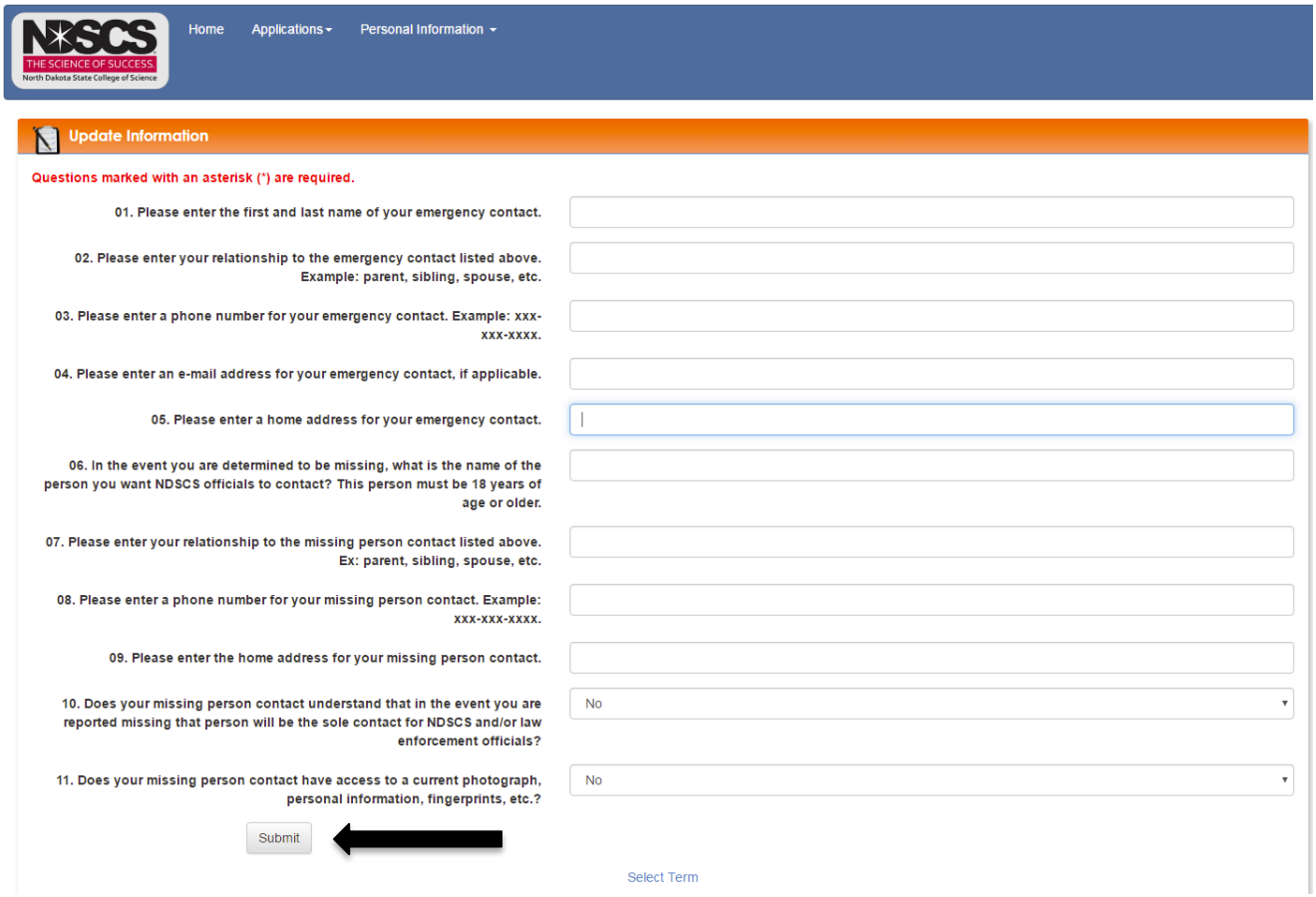


Note: If you receive a Session Time Out error at this stage you must enable or check the box in your Internet options which says "OVERRIDE AUTO COOKIE HANDLING". This is mainly a problem for users of Internet Explorer. If you continue having difficulty please call the NDSCS IT Service Desk at 701-671-3333, office hours are Monday – Friday from 7:45 am to 4:45 pm during the academic year and Monday – Thursday from 7:45 am to 4:45 pm and Friday from 7:45 am to 3:00 pm during the summer. If you need assistance after business hours please contact the NDUS Help Desk 24 hours a day at 1-866-457-6387.

6. Select Update Information under the Personal Information tab at the top of the screen.



7. Select the Term you are currently enrolled in and click the Submit button.



8. Fill in the information for your emergency contact and missing person contact and hit the Submit button.