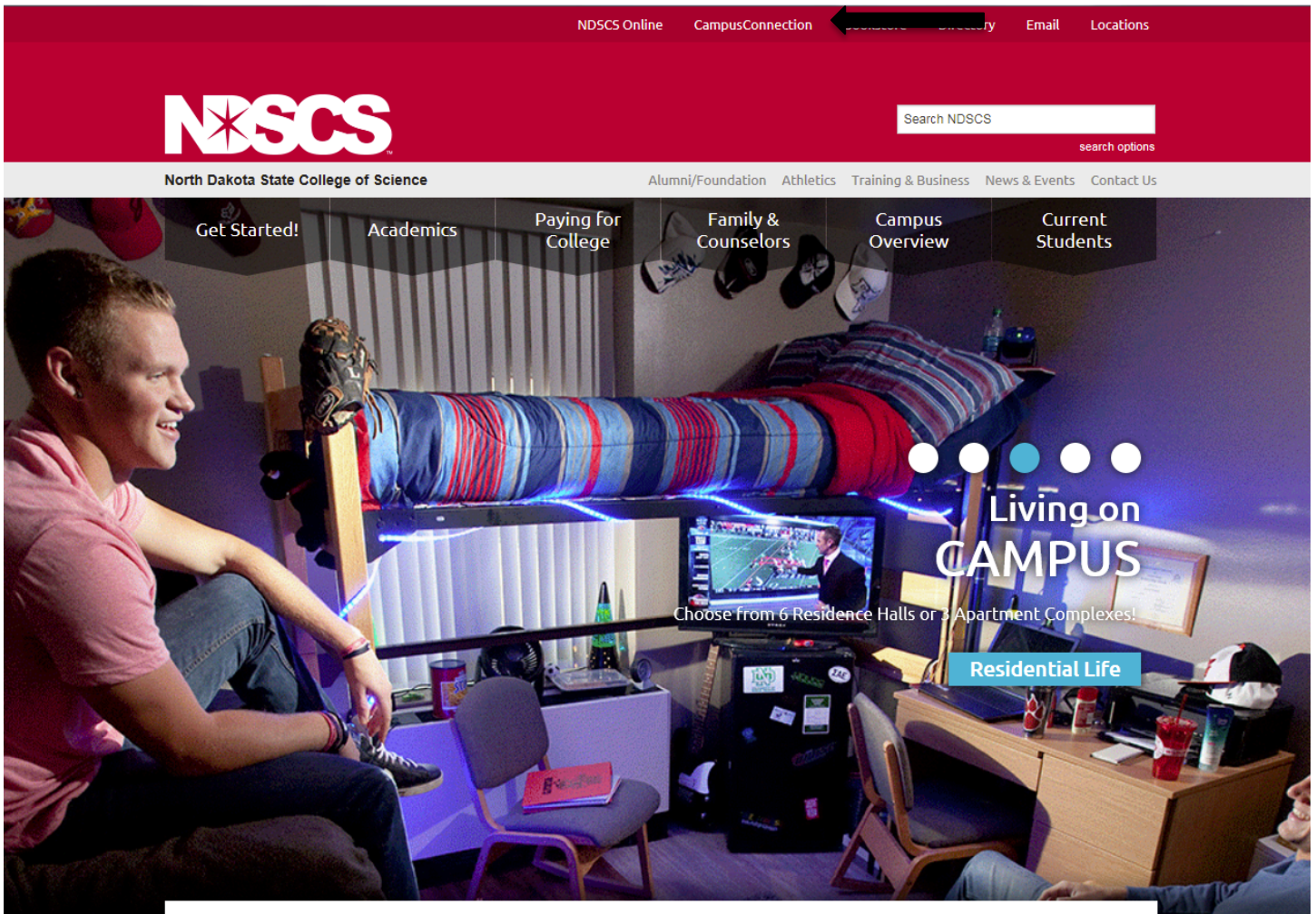


How to Enter Emergency and Missing Person Contact Information in Self Service

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.

NORTH DAKOTA UNIVERSITY SYSTEM

Home Sign out

Guest Notices and Announcements Help Center

Who Am I?
You are signed in as GUEST on NDCSPRD

CampusConnection Signin

User ID:

Password:

Sign In

Menu

- Self Service
- Questions about logging in
- Forgot My Password
- Obtain a User Account
- What is My User ID?
- What is my EMPLID?
- Ad Astra Room Scheduler
- Class Search
- Class Search - All Campuses
- Browse Course Catalog
- Browse Catalog - All Campuses

Touchnet Authorized Users

Notices and Announcements

Announcements

There are no planned outages at this time.

If you need more information about How to:

- Pay Charges Online for non-students
- Download Your Class Schedule
- Get a CampusConnection User ID
- Use CampusConnection Hints

Click here...

CampusConnection User IDs

Welcome to CampusConnection

The CampusConnection portal will provide a secure and convenient access point to your personal and campus information. If you need to access any CampusConnection application, you must have a User ID and Password. Once you obtain a User ID and Password, you can check your application status, register for classes or update your personal information.

Are you a Dot or a W?

3. Select Self Service from the Main Menu.

NORTH DAKOTA UNIVERSITY SYSTEM

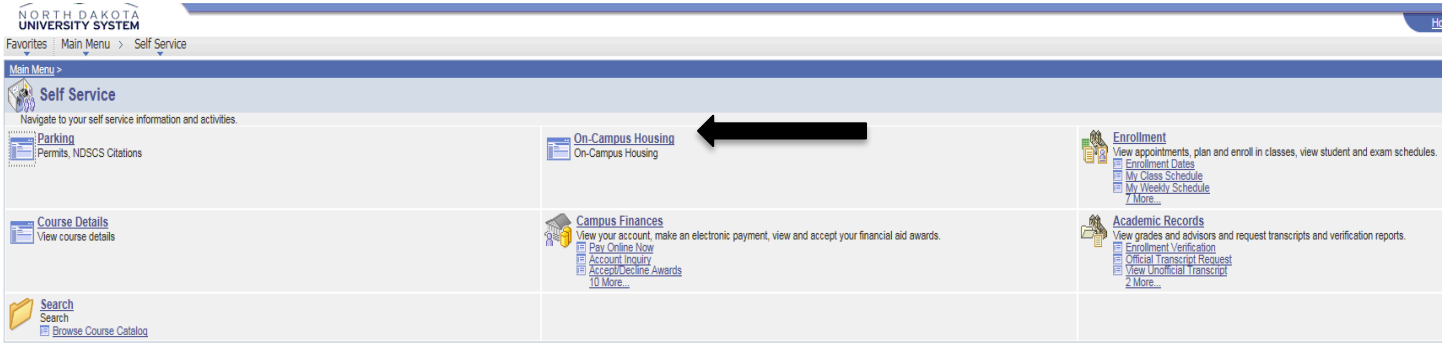
Favorites Main Menu

Student Center My Page Notices and Announcements Help Center

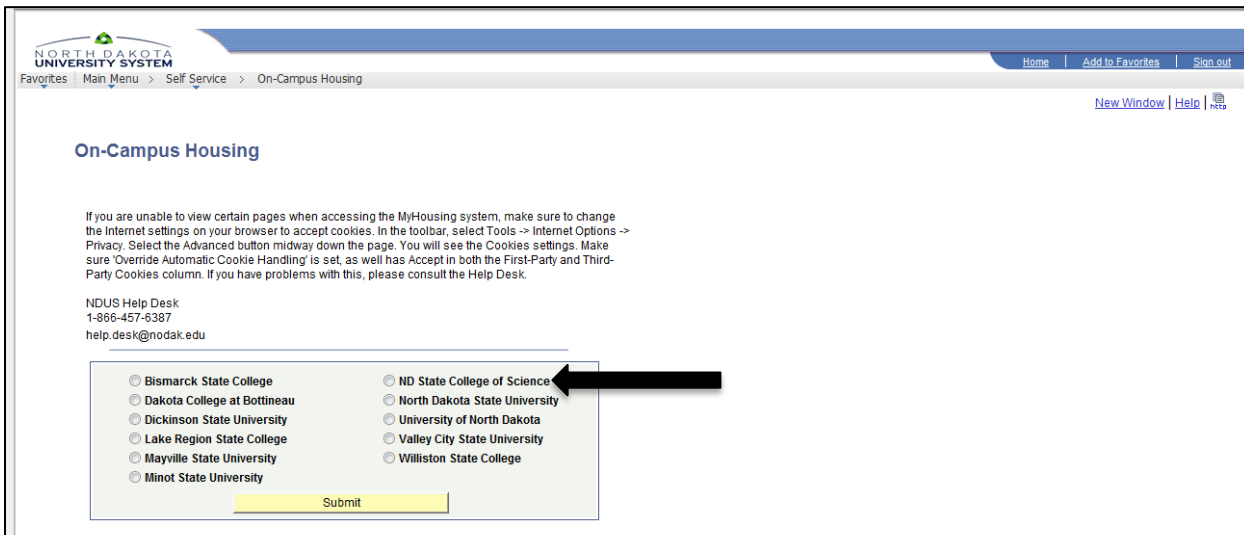
Menu

- My Favorites
- NDU Applications
- Self Service
- Class Search / Browse Catalog
- Academic Planning
- Campus Personal Information
- Degree Progress/Graduation
- Transfer Credit
- Admissions
- Questions about logging in
- Student Center
- Emergency Notification Update
- Ad Astra Room Scheduler
- HRMS Self Service
- Pay Charges Online
- Class Search
- Class Search - All Campuses
- Browse Course Catalog
- Browse Catalog - All Campuses
- My Personalizations
- My System Profile

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

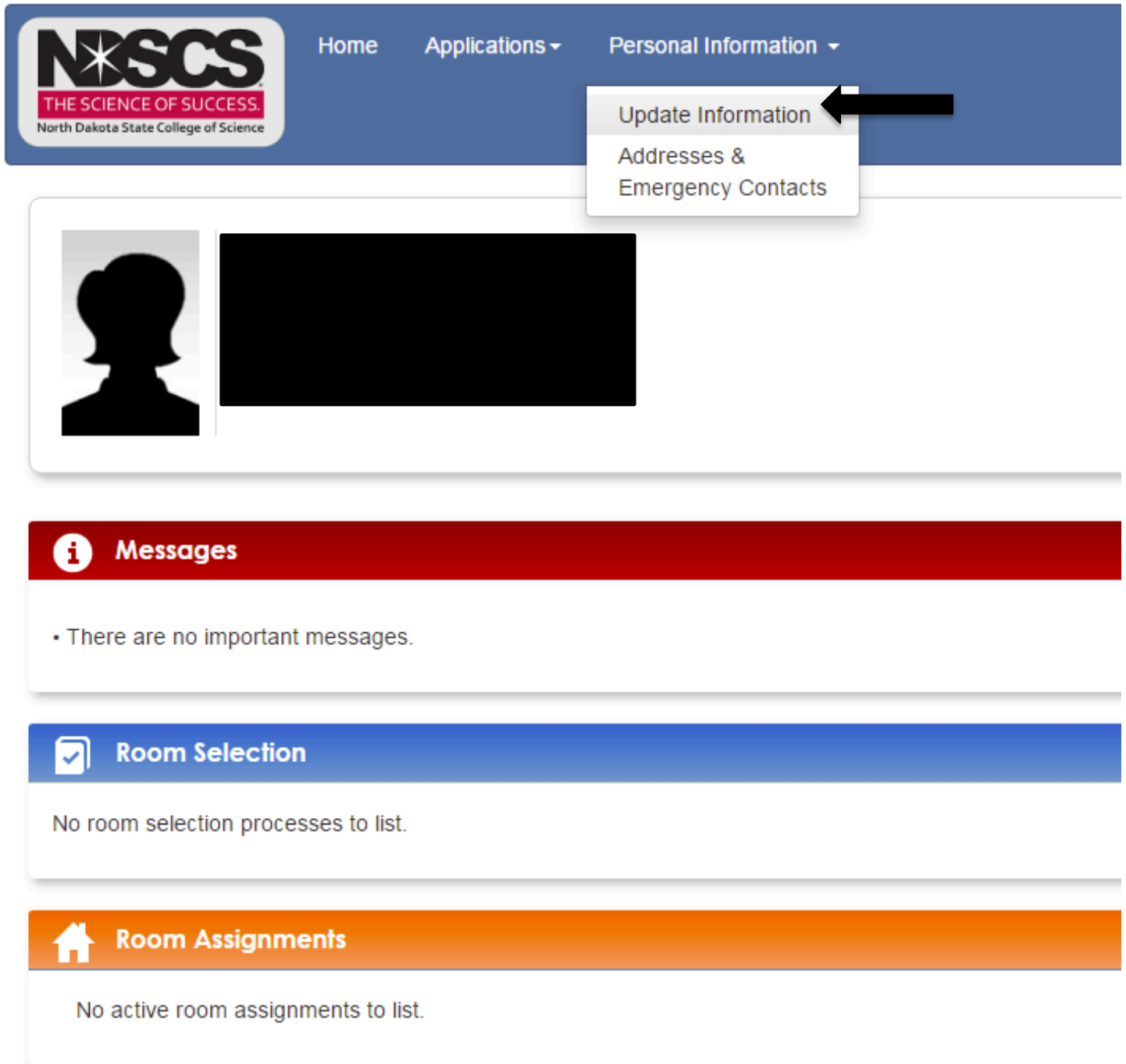


5. Select ND State College of Science and click Submit.



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.



The screenshot displays the top navigation bar of the NDSCS (North Dakota State College of Science) website. The navigation bar is dark blue and contains the NDSCS logo on the left, followed by the links "Home", "Applications", and "Personal Information". The "Personal Information" link is active and has a dropdown menu open. The dropdown menu is white with a black border and contains three options: "Update Information", "Addresses & Emergency Contacts", and "Emergency Contacts". A black arrow points to the "Update Information" option. Below the navigation bar, there is a user profile section with a silhouette icon and a blacked-out area. Below the profile section, there are three main content areas: "Messages" (red header), "Room Selection" (blue header), and "Room Assignments" (orange header). Each area contains a message indicating that there are no important messages, no room selection processes to list, and no active room assignments to list, respectively.

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Home Applications Personal Information

Update Information
Addresses & Emergency Contacts

Messages

- There are no important messages.

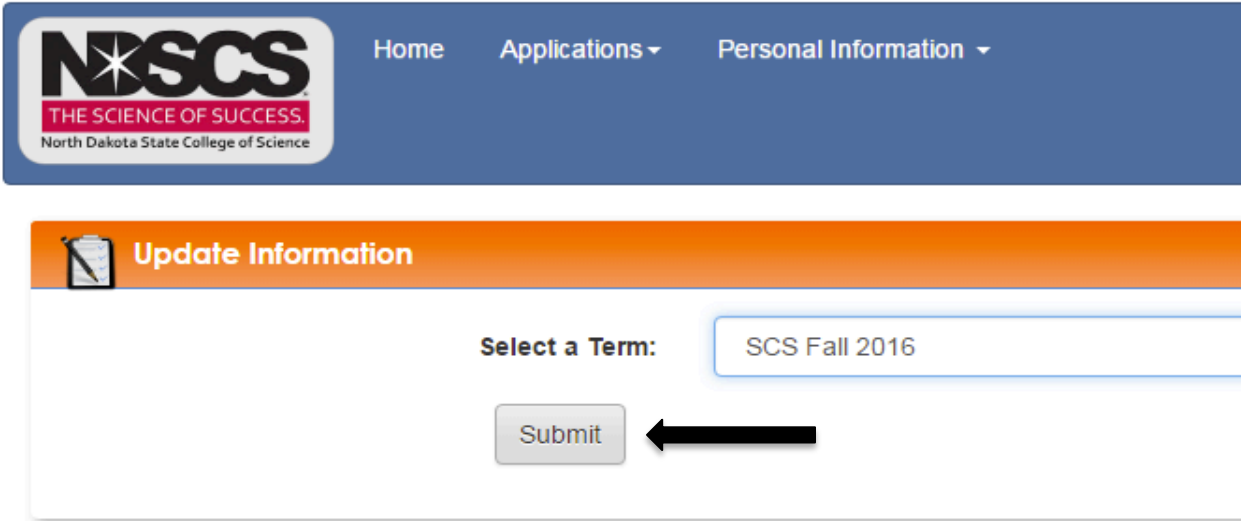
Room Selection

No room selection processes to list.

Room Assignments

No active room assignments to list.

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



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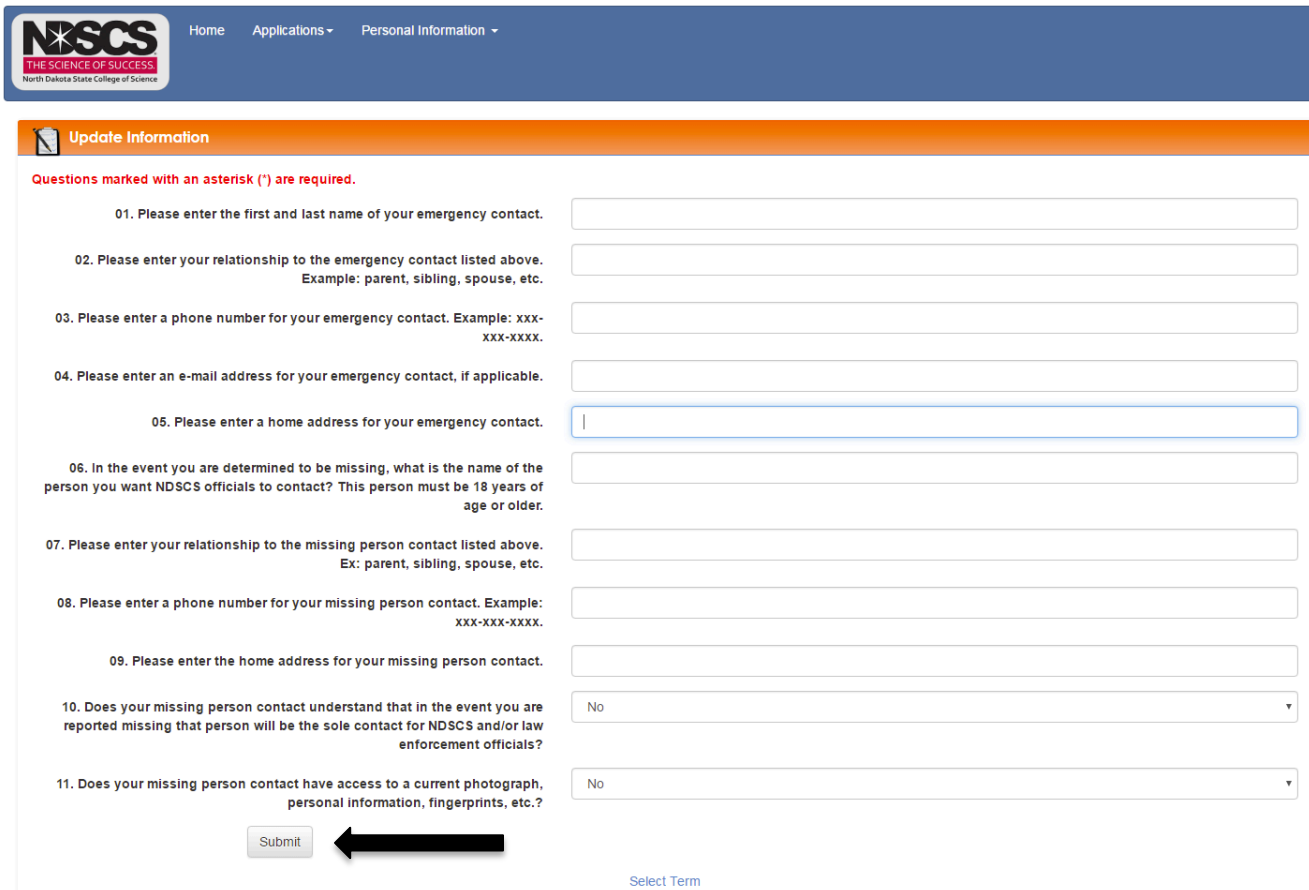
Home Applications ▾ Personal Information ▾

Update Information

Select a Term: SCS Fall 2016

Submit ←

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



NDSCS
THE SCIENCE OF SUCCESS.
North Dakota State College of Science

Home Applications ▾ Personal Information ▾

Update Information

Questions marked with an asterisk (*) are required.

01. Please enter the first and last name of your emergency contact.

02. Please enter your relationship to the emergency contact listed above.
Example: parent, sibling, spouse, etc.

03. Please enter a phone number for your emergency contact. Example: xxx-xxx-xxxx.

04. Please enter an e-mail address for your emergency contact, if applicable.

05. Please enter a home address for your emergency contact.

06. In the event you are determined to be missing, what is the name of the person you want NDSACS officials to contact? This person must be 18 years of age or older.

07. Please enter your relationship to the missing person contact listed above.
Ex: parent, sibling, spouse, etc.

08. Please enter a phone number for your missing person contact. Example: xxx-xxx-xxxx.

09. Please enter the home address for your missing person contact.

10. Does your missing person contact understand that in the event you are reported missing that person will be the sole contact for NDSACS and/or law enforcement officials?

11. Does your missing person contact have access to a current photograph, personal information, fingerprints, etc.?

Submit ←

Select Term