

# How To Enter Emergency and Missing Student Contact Information in Self Service

1. Go to NDSCS homepage at [www.ndscs.edu](http://www.ndscs.edu) and select Campus Connection



2. Log into CampusConnection

A screenshot of the 'Campus Connection Log In' page. The page is divided into two main sections. On the left, under the heading 'Campus Connection Log In', there is a sub-heading 'NDUS Campus Connection requires authentication using your NDUS identifier.' Below this, there are two input fields: 'User ID' and 'Password'. Below the password field, there is a checkbox labeled 'I agree to the terms of the User Agreement' and a 'Log In' button. On the right, under the heading 'Trouble Logging In?', there is a sub-heading 'If you are experiencing any difficulties getting logged into the system, please use the links below.' Below this, there are four blue buttons: 'NDUS System Status', 'User ID and Password Help', 'Send email to Help Desk', and 'Guest Page'.

### 3. Select Self Service

The dashboard consists of a grid of nine tiles. The top row contains 'Academic Progress' (with a pie chart icon and a message: 'The Academic Requirements report is not available. A Campus Preferenc...'), 'Tasks and Communications' (with a warning icon and 'No current tasks'), and 'Financial Aid' (with a graduation cap icon). The middle row contains 'Financial Account' (with a building icon), 'Student Self Service' (with a student reading a book icon, highlighted by a yellow arrow), 'Information Center' (with a person and info icon), and 'Academic Records' (with a graduation cap icon). The bottom row contains 'Profile' (with a person and pencil icon) and 'Manage Classes' (with a calendar icon).

### 4. Select On-Campus Housing

The interface shows a sidebar on the left with the following items: 'Student Center' (highlighted in green), 'Parking', 'On-Campus Housing' (highlighted with a yellow arrow), 'Browse Catalog - All Campuses', 'Class Search - All Campuses', and 'Share My Information'. The main content area is titled 'Liza's Student Center' and features a '▼ Academics' section with links for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below this is an 'Institution' dropdown menu set to 'Williston State College'. At the bottom, there is a search box containing 'other academic...' and a '▼ Finances' section.

5. Follow the instructions, or select Continue

On-Campus Housing

**ATTENTION: If you receive an error message at any time during the apply online process, please follow the steps below to enable cookies:**

**Click the link for the browser you are using; it will open in a new tab.**

- [iOS - Safari, Chrome, Atomic, and Dolphin](#)
- [Firefox](#)
- [Google Chrome](#)
- [Internet Explorer](#)
- [Microsoft Edge](#)
- [Safari](#)



6. Select ND State College of Science, and Continue

Once you select your campus, you will be directed to login again using your campus credentials.

A rectangular form containing a list of campus names, each preceded by a radio button. The radio button for "ND State College of Science" is selected, indicated by a blue dot. A thick yellow arrow points from the right towards this selected radio button. Below the list of radio buttons is a rectangular button with the text "Continue". To its right is another thick yellow arrow pointing to the left, towards the button.

Bismarck State College

Dakota College at Bottineau

Dickinson State University

Lake Region State College

Mayville State University

Minot State University

ND State College of Science

North Dakota State University

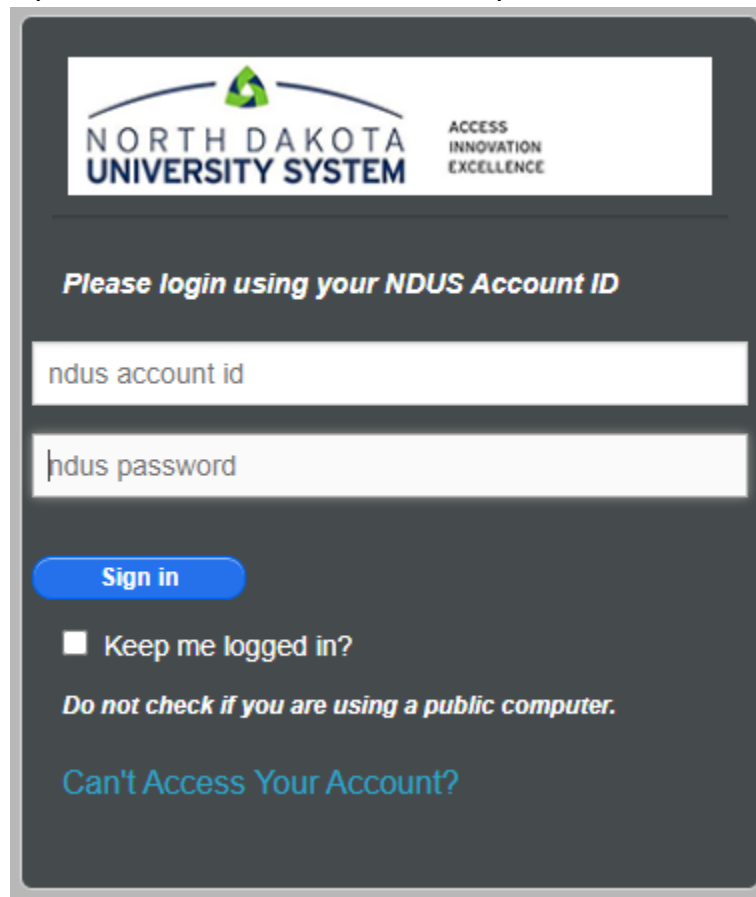
University of North Dakota

Valley City State University

Williston State College

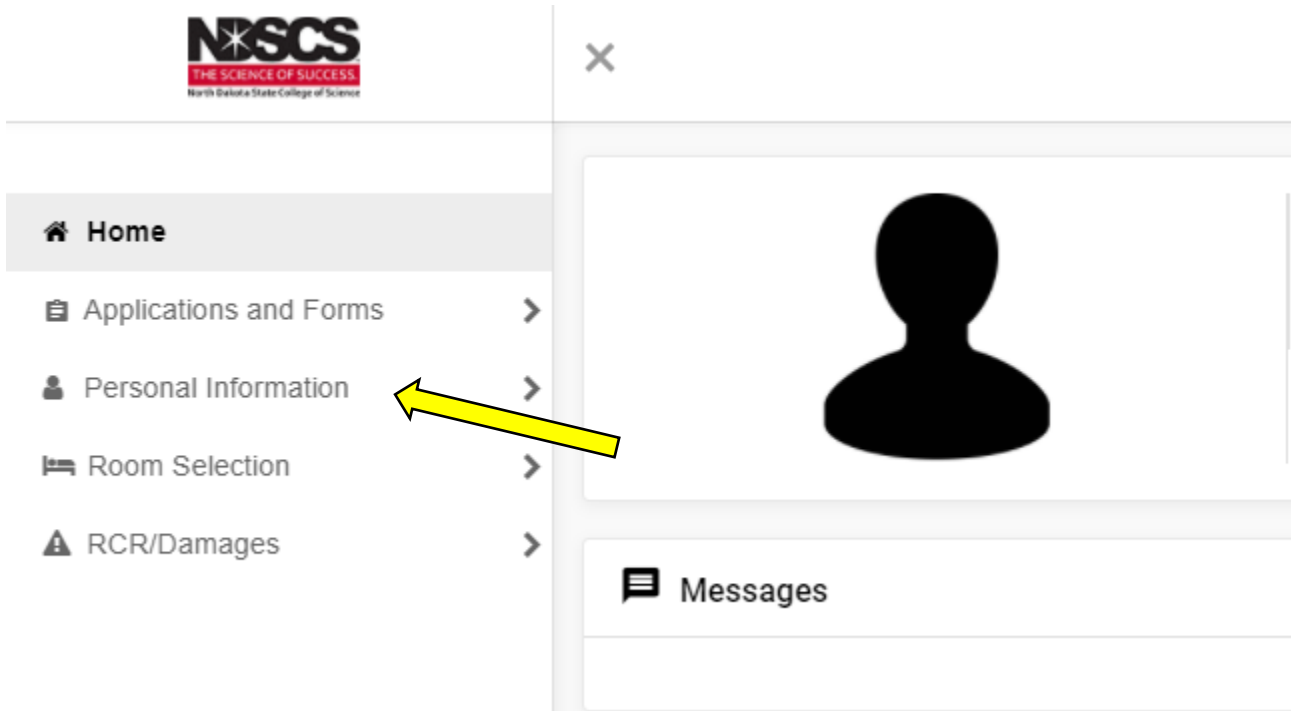
Continue

7. Log in using your CampusConnection username and password

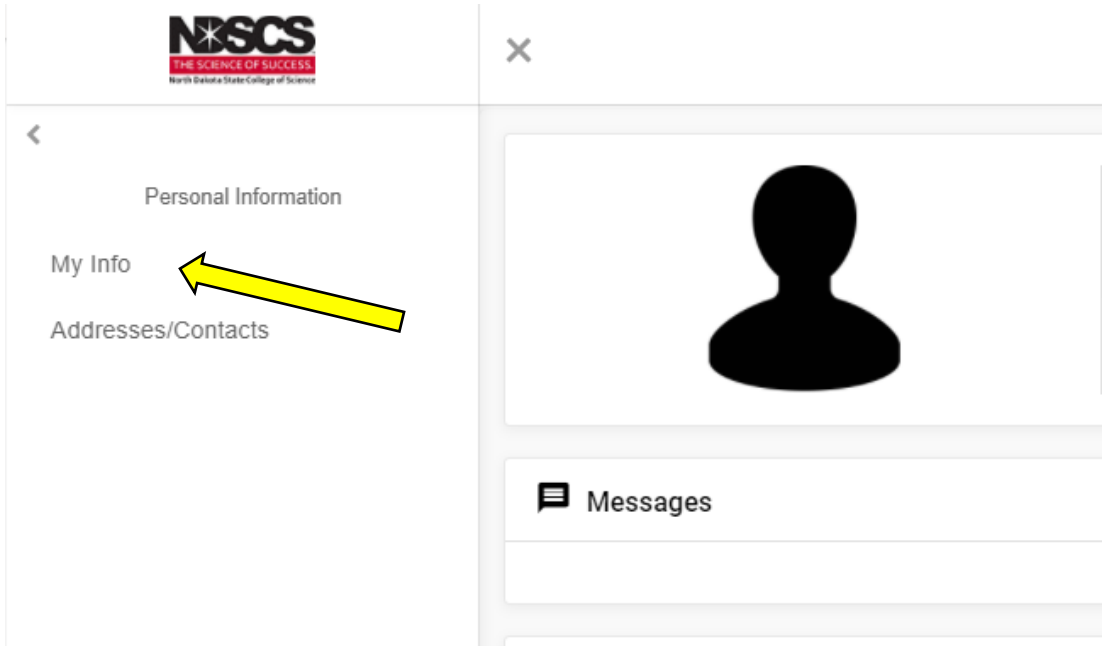


The image shows a login interface for the North Dakota University System. At the top, the logo features a stylized green and blue 'N' with a sun-like symbol, followed by the text 'NORTH DAKOTA UNIVERSITY SYSTEM' and the tagline 'ACCESS INNOVATION EXCELLENCE'. Below the logo, the instruction 'Please login using your NDUS Account ID' is displayed. There are two input fields: the first is labeled 'ndus account id' and the second is labeled 'ndus password'. A blue 'Sign in' button is positioned below the password field. Underneath the button is a checkbox labeled 'Keep me logged in?' with the note 'Do not check if you are using a public computer.' At the bottom, there is a blue link that says 'Can't Access Your Account?'.

8. On the left side of the screen, select Personal Information



9. Then click My Info



10. Fill in the blanks with the appropriate information and click Save

For the Term: SCS Fall 2020

11. Does your missing person contact have access to a current photograph, personal information, fingerprints, etc.?  Yes  No

10. Does your missing person contact understand that in the event you are reported missing that person will be the sole contact for NDSCS and/or law enforcement officials?  Yes  No

05. Please enter a home address for your emergency contact.  of 300 characters

04. Please enter an e-mail address for your emergency contact, if applicable.  of 300 characters

01. Please enter the first and last name of your emergency contact.  of 300 characters

03. Please enter a phone number for your emergency contact. Example: xxx-xxx-xxxx.  of 300 characters

02. Please enter your relationship to the emergency contact listed above. Example: parent, sibling, spouse, etc.  of 300 characters

06. In the event you are determined to be missing, what is the name of the person you want NDSCS officials to contact? This person must be 18 years of age or older.  of 300 characters

09. Please enter the home address for your missing person contact.  of 300 characters

08. Please enter a phone number for your missing person contact. Example: xxx-xxx-xxxx.  of 300 characters

07. Please enter your relationship to the missing person contact listed above. Ex: parent, sibling, spouse, etc.  of 300 characters

**Save**

Please call the Residential Life office at 701-671-2224 if you have any questions